

**The Honors Program Handbook:
A Guide for Students and
Academic Advisors**

The Honors Program
of
Northeastern State University
Tahlequah, OK 74464

Revised Spring 2006
Karen Carey, EdD

Table of Contents

Overview of the Honors Program

- The Honors Program and Its Goals

- The Honors Program Curriculum

- The Students

- Advisement and Counseling

- Research Project/Scholarly Activity

 - Enrollment in Honors Research Courses

 - The Prospectus

 - The Research Project/Scholarly Activity

 - Completing the Research Paper

 - Presenting the Research Project/Scholarly Activity

Honors Scholarship Information

- Housing

- Tuition

- Books

- Fees

- Stipend

- Additional Scholarship and Financial Aid

Honors Information on AP and CLEP

Honors Information on Degree Plans

Honors Program Administration

Honors Program Procedure for Transfer Students

Honors Course Schedule

Honors Research Schedule

Appendices

- Honors Program Policies and Guidelines

- Honors Program Constitution

- Honors Research Syllabus

- Research I Enrollment Form

- Guidelines for Writing Senior Research Paper

Overview of the Honors Program

The Honors Program and Its Goals

The Honors Program at Northeastern State University offers special opportunities to students who possess high academic potential and who desire a broadly based undergraduate education. The Honors Program curriculum is designed for students who have intellectual curiosity and the ambition and discipline to master a comprehensive education, whatever major field of study they choose. In fact, students may pursue any undergraduate degree program offered by the university while they are members of the Honors Program. In many respects, the education offered through the Honors Program might best be described as that of a program set within a large comprehensive university, with students encouraged to draw freely from both the Honors Program and the university.

Students in the Honors Program take several of their core required general education courses in small Honors sections during their freshman and sophomore years. During the junior and senior years, Honors students are offered the chance to work with a faculty member on an individual research project that will be presented at the conclusion of their senior year. In addition, all Honors students have the opportunity to participate in cultural events, field trips, and enrichment activities.

The ultimate goal of the Honors Program is to offer students a stimulating education in which the students themselves are active participants. Class sizes are designed to be small, intensive, and participatory. Typically, students in the lower-division Honors courses will be expected to undertake writing assignments and to contribute substantially to discussions in their Honors classes. Senior and junior Honors students will also be expected to demonstrate initiative and independence as they pursue an individual research project. Such an education will not only equip Honors Program graduates for success in their future professional lives but will fit them for the reflective, deliberate life that has always been the mark of an educated man or woman.

The Honors Program Curriculum

The four-year Honors Program curriculum is divided into freshman/sophomore years and junior/senior years. Students typically enter as freshmen and remain throughout their senior year. At commencement, students who have completed the Honors Program curriculum are given special recognition and awarded a pewter medallion by campus officials at the peak of the graduation ceremony.

In the Honors Program, students fulfill part of the university's general education curriculum by undertaking a series of special Honors sections of general education courses. These courses provide an enriched background to studies in the students' major field. Each of the Honors sections requires more depth and critical thinking than might typically be required in a lower-division course, as well as a high level of understanding of the course content. Students must enroll in the required Honors sections each semester of their freshman and

sophomore years. CLEP and AP hours are accepted if previously attained. Students are not eligible to CLEP out of Honors classes after they are admitted into the University.

Central to the curriculum in Honors are the seven courses taken by each Honors student. These courses are as follows: Freshman Composition I, Freshman Composition II, Geography, Political Science, Speech, American History, and Freshman Honors Orientation. These courses are taken in the freshman and sophomore years of the college experience. Students in the Honors Program fulfill the general education requirements of the university through these specific Honors sections and other non-Honors general education sections within the university.

In the Honors Program, students also engage in independent research studies in the major of their choice. During their junior year, students enroll in two Honors research courses. In their senior year, students enroll in two more Honors research courses. In the first semester of the junior year, the course is a one-hour course; in the second semester, the course is a two-hour course. In the first semester of the senior year, the course is a two-hour course; in the second semester, the course is a one-hour course. The students working on the research projects will have a faculty mentor in their major area of study. At the end of the senior year, he/she must present his/her research orally in front of the Honors Program members at an Honors Senior Seminar.

The Students

Freshmen entering the Honors Program are academically talented students who enjoy learning. The current requirements for students entering the Honors Program are as follows:

1. ACT composite of 30 or higher with high school GPA of 3.5 or higher.
2. ACT composite of 29 with high school GPA of 3.65 or higher.
3. ACT composite of 28 with high school GPA of 3.8 or higher.
4. High school class ranking within the upper 10%.
5. Submission of a written essay to be read by Honors Council.
6. Approved Application for Admission to Northeastern State University.
7. Completed Application for Northeastern Honors Program.
8. Inclusion of all documents required, postmarked by February 1st.

Advisement and Counseling

Honors students should make an appointment for advisement during the scheduled advisement period each semester. The Director of the Honors Program advises students in Honors; however, students may also seek individual advisement and counseling from the dean of their college or personal academic advisor.

Research Project/Scholarly Activity

1. Enrollment in Honors Research Courses

Each student is required to submit a Research I Enrollment Form (See Appendix) to the Honors Program during the semester BEFORE he/she starts the first semester of research.

2. The Prospectus

The Honors Program requires students to submit a prospectus acceptable to their research advisor during the first semester of Research I. The guidelines for writing the prospectus can be found in the Honors Research Syllabus. (See Appendix)

3. The Research Project/Scholarly Activity

The exact nature of the research project/scholarly activity will be decided by the student and the research advisor. However, the following general guidelines should be observed: the project should reflect significant individual effort that involves library research, laboratory research, or field research. The project must conform to accepted scholarly procedure within the discipline of the major field. The project may be creative, as opposed to derivative, subject to the discretion and specific prior approval of the research advisor involved, and the Director of the Honors Program; however, a creative project must be executed within the framework of accepted scholarly procedure. That is, a student who produces a creative effort should introduce that effort by adequate discussion of the nature of the creative form involved, including an indication of familiarity with other examples of the form. The project must be done under the college of the student's major, unless specific approval is given by the Director of the Honors Program for a project in the area of the student's minor. A joint project by two or more students is permissible if specifically approved in advance by the faculty advisor(s) and the Honors Program Director. Such a project should be defined in discussion among the research advisor and the Honors Director.

4. Completing the Research Paper

The student must submit a draft of the research paper to the research advisor to be reviewed and edited during the beginning of the Research IV semester. The student must submit the completed research paper to the research advisor before Fall Break for students graduating in the fall semester and Spring Break for students graduating in the spring semester. (See guidelines in the Appendix for more details on writing the research paper.) One complete copy of the research paper must be delivered to the Honors Program office for binding no later than one month prior to graduation.

5. Presenting the Research Project/Scholarly Activity

Upon completion of the paper, the student must prepare a form of the research suitable for presentation at the end of the semester at the Honors Research Presentation Day. This form can be a visual aid, demonstration, power point presentation, etc.

Honors Scholarship Information

Scholarships include the following:

- **Housing**

Academic and Baccalaureate scholarships include a housing waiver that covers a semi-private room for a standard dormitory room. If students want a private-room or want to live in a dormitory room other than the standard room, the scholarship will cover only the base price of the standard room and the extra amount will come from the students' stipends or their own funds. Collegiate scholarships do not provide a housing waiver. Also, housing waivers do not include board (meals) as a part of the scholarship. The cost of boarding will come from the student's stipend. Scholarships do not include housing that is located off campus. Married and graduate housing is covered in the scholarship up to the amount allotted for the standard room waiver. If a student chooses to move off campus for a semester they may not renew their housing scholarship the following semester or thereafter. Room waivers are only renewable if the student continues to reside on campus.

- **Tuition**

Academic, Baccalaureate, and Collegiate scholarships cover a tuition waiver equal to the cost of fifteen (15) hours of upper division courses. The cost of any extra hours of course work taken by the student will be taken out of the student's stipend or the student's own funds. If the student does not take fifteen (15) hours of course work, the extra money will not be given to the student, since it is a waiver.

- **Books**

The cost of books will be taken out of the student's stipend.

- **Fees**

The cost of fees will be taken out of the student's stipend.

- **Stipend**

The scholarship stipend will cover any additional costs that are not covered in the housing or tuition waivers until the stipend is depleted. Once the stipend has been depleted the student will cover the rest of the costs with his/her personal funds. After all the bills to the university are paid, any remaining stipend will be available to the student when the university receives the stipend, approximately mid-semester.

- **Additional Scholarships and Financial Aid**

Any financial aid and scholarships students receive in addition to the scholarship that the university provides for Honors students will be applied to each of the student's account before the stipend is applied.

Honors Information on AP and CLEP

According to Northeastern State University's policy about extracurricular credit (credit earned through AP and CLEP testing), a student will be awarded credit for up to one-fourth (1/4) of the total semester hours required for graduation or a maximum of 30 hours. Any extra hours over the allowed amount will be recorded on the student's transcript, but they will not count for graduation purposes. A student needs to check with his/her advisor to verify which courses will count for his/her graduation requirements. Students may not opt to CLEP out of Honors general education classes after they are admitted to the university.

Extra-institutional credit will only be placed on a student's transcript after the successful completion of twelve (12) credit hours at Northeastern State University. Credit earned will be designated on the transcript by a "P" for passing. Extra-institutional credit is not considered residence work nor will it count toward financial aid eligibility or scholarship grade point average requirements. For further information regarding extra-institutional credit go to the Office of Admissions and Records. The student is responsible for making sure AP and CLEP hours are properly listed on transcript.

Honors Information on Degree Plans

When Honors students declare a major and file a degree plan, it is the student's responsibility to inform the advisor that his/her degree plan must be designated as HONORS. This will affect the student's graduation requirements in regard to the Honors research component and the privilege of graduating with the diploma designated as HONORS.

Honors Program Administration

John Vaughan Library
711 N. Grand
Tahlequah, OK 74464
Phone (918) 456-5511 x 3237
Web Page: <http://arapaho.nsuok.edu/~honors>
E-mail Address: careyka@nsuok.edu

The Honors Program is administered by a Director and the Honors Council. The Honors Council is composed of one faculty member from each academic unit (except the Graduate and Optometry colleges), an Honors Student, the Honors Program Director, and the Dean of Enrollment Management. The Council approves courses for Honors designation, responds to student appeals, and serves as a liaison between the academic units and the Honors Program.

Honors council procedure for consideration of new transfer students into the NSU Honors Program

1. Students requesting consideration are required to submit a letter of request to the Director's office, along with a copy of high school and all college transcripts, including the most current.
2. Copies of these two documents (letter of request, and transcript) are sent to each council member for consideration.
3. Each council member submits his or her vote to the director of whether or not the candidate should be admitted into the program.
4. Criteria used to base consideration of acceptance of student should include: ACT score of 28 and GPA of 3.8, or ACT score of 29 and GPA of 3.65, or ACT score of 30 and GPA of 3.5.
5. The council members are given one week (7 days) to reply with a vote. If the majority of the council agrees to accept the transfer student into the program, the scholarship office and Dean of Enrollment Management are contacted.
6. The Dean of Enrollment Management determines the amount of scholarship that is to be awarded to the student and relays this information to the Honors Director.
7. The Honors Director contacts the student and meets with him/her to offer the scholarship and discuss and sign the contract.

Honors Course Schedule

Freshman Courses Fall

ORIE	1001	University Strategies
ENGL	2113	Introduction to Literature ¹
HIST	1493	American History

Freshman Courses Spring

ENGL	2113	Introduction to Literature ¹
POLS	1113	American Federal Government
MUS	2863	World Music

Sophomore Courses Fall

SPCH	1123	Fund Oral Communications
------	------	--------------------------

Sophomore Courses Spring

PSYC	1113	Introduction to Psychology
------	------	----------------------------

Junior Course Fall

Honors Research I	1 hour credit
-------------------	---------------

Junior Course Spring

Honors Research II	2 hours credit
--------------------	----------------

Senior Course Fall

Honors Research III	2 hours credit
---------------------	----------------

Senior Course Spring

Honors Research IV	1 hour credit
--------------------	---------------

NOTE: Senior Honors students must present their research project orally the semester they plan to graduate at an Honors Senior Research Presentation Seminar.

Requirements for Good Standing

- Completion of minimum number of credit hours per semester (12)
- Maintain minimum GPA (3.25)
- Successful completion of required Honors Courses

Criteria for Honors Student Graduation Recognition and Diploma Designation

- Completion of total Honors Curriculum
- Completion and presentation of Senior Research Project/Scholarly Activity
- Graduation GPA (minimum 3.25)

¹ Freshmen have the option of enrolling in Intro to Lit. either in the fall or spring.

Honors Research Schedule

Seniors need to have their presentation ready the semester of graduation.

Fall Graduation

Research Paper must be ready by Fall Break.

Spring Graduation

Research Paper must be ready by Spring Break.

Presentations will be given after the breaks.

Papers will be required for research if appropriate (25 or so pages or amount approved by research advisor).

Expectations for each semester of research:

- **First Semester** (1 hour)
Decide the research topic and find a mentor, research the problem, and produce a prospectus describing the nature and experimental design of the research project to be conducted.
- **Second Semester** (2 hours)
This semester is the actual research of the program. During this time the student must work through experiments, or reading or whatever is appropriate for their research.
- **Third Semester** (2 hours)
Finish the research and begin to prepare the paper and final presentation.
- **Fourth Semester** (1 hour)
Finish the presentation and paper and present it to Honors Council and students at the Honors Research Presentation.

Northeastern State University
Honors Program
Appendices

Northeastern State University Honors Program Policies and Guidelines

The Honors Program at Northeastern State University is a challenging educational option for academically talented students who enjoy learning. The Honors Program features an enriched learning environment and provides qualified students the opportunity to grow intellectually. Honors students work with distinguished faculty members and peers in enhanced courses, pursue independent research or other scholarly activities, and participate in co-curricular cultural experiences.

1. Most students in the Honors Program will have received a scholarship (Academic, Baccalaureate or Collegiate). Academic standards and other requirements for continued receipt of those funds are specified on each scholarship acceptance form. (All recipients of NSU Academic and Baccalaureate scholarships must be in the Honors Program.)
2. Honors students are required to take Honors sections of specified general education courses unless academic credit for these courses was completed prior to enrolling in the Honors Program. Students who transfer to NSU with an Associates of Arts or an Associates of Science degree from another college or university Honors Program are not required to take any of the Honors sections of general education courses.
3. Each student must complete a six-hour scholarly activity as part of his/her major and must present this scholarly activity in the Honors Senior Seminar during his/her senior year.
4. Each Honors student must be enrolled as a full-time student (12 hours a semester), or complete a minimum of 24 semester hours per academic year and maintain the following academic standards: students must maintain a cumulative GPA of 3.25. If a student at the end of any regular semester after his/her second regular semester has a cumulative GPA of less than 3.25, he/she will be placed on academic probation. The student will remain on academic probation until his/her GPA has risen above 3.25. If while on academic probation, the student has a semester GPA that is below 3.25, that will be considered grounds for termination from the Honors Program.
5. Receiving an "F" in a regularly scheduled course will be considered grounds for termination from the Honors Program.
6. Honors students are expected to participate in intellectual, cultural and social extracurricular activities and Honors Program meetings as directed by the Honors Council. Lack of participation will be considered justification for probation or dismissal from the Honors Program.

Northeastern State University's Honors Program Constitution

PREAMBLE:

The Honors Program at Northeastern State University is a challenging educational option for academically talented students who enjoy learning. The Honors Program features an enriched learning environment and provides qualified students with the opportunity to grow intellectually. Honors students work with distinguished faculty members and peers in enhanced courses, pursue independent research, and participate in co-curricular cultural experiences.

ARTICLE I: MEMBERSHIP

- Section 1: Membership in the Honors Program requires an ACT composite score of 30 or higher with a high school GPA of 3.5 or higher, a composite of 29 with a high school GPA of 3.65 or higher, or a composite of 28 with a high school GPA of 3.8 or higher. A high school class ranking within the upper 10% is also required.
- Section 2: Each student applying for membership must submit an application and an essay by February 1st before their freshman year. Approval of these forms by the Honors Council, which is made up of a faculty member from each college, a student representative, the Honors Director, the Honors Council President, and the Dean of Enrollment Management, authorizes membership.
- Section 3: Any transfer student desiring to become a member of the program must submit an application to the Honors Council through the Director for admission.
- Section 4: To maintain membership each student must complete a minimum of 12 credit hours per semester, retain a minimum GPA of 3.25, successfully complete required Honors courses, and maintain exceptional attendance and participation in required Honors events.
- Section 5: In each student's junior and senior years he/she will work with a faculty member within his/her major area of study on a Senior Thesis or a Scholarly Activity selected by the student. This provides six credit hours towards his/her major. The student's thesis or activity will be presented in an Honors seminar during the student's senior year.
- Section 6: Any student failing to meet the specified requirements will be placed on probation the following semester. Permanent expulsion from the program will result if requirements are not met during the probation semester.
- Section 7: A point system will be initiated to reward outstanding members' participation in Honors events. Awards based on the system will be presented at the Annual Honors Spring Social.

ARTICLE II: VOTING

- Section 1: Each member will be entitled to one vote in all proceedings within the program.
- Section 2: A majority of all votes will be required to commence action.
- Section 3: Election of President, Vice President, Secretary, and Treasurer will be determined by a secret ballot.
- Section 4: The residing Honors President will determine the voting method for all other business decisions.
- Section 5: In the event of a tie, the floor will be open for discussion and a revote will occur. If a majority vote cannot be reached, the motion will be brought before the executive board and the Honors Director where a decision will be reached by majority vote.

ARTICLE III: EXECUTIVE BOARD

- Section 1: The executive board of the Honors Program will consist of a President, a Vice President, a Secretary, a Treasurer, an Honors Council Representative, and a Senator for Northeastern Student Government Association (NSGA).
- Section 2: To be eligible to run for President, Vice President, Secretary, or Treasurer the student must apply or be nominated and fill out an application at the meeting before the election. If the student is not in good standing according to the Honors Programs regulations or he/she does not have an exceptional attendance record, he/she may not be eligible to run.
- Section 3: The President, Vice President, Secretary, and Treasurer will be elected by majority vote during the last meeting in the spring semester and will serve a one-year term.
- Section 4: The Honors Director will appoint the Honors Council Representative.
- Section 5: The senator will be appointed by the residing President with unanimous approval of the executive board and the Honors Director. If a unanimous vote cannot be reached, the Honors Director will approve or disapprove the candidate. If the candidate is approved he/she will be the Senator, if he/she is disapproved, the President will provide a new candidate and repeat the procedure.
- Section 6: No officer in the executive board will serve more than two terms in the same position.

- Section 7: The President will preside at all Honors meetings and executive board meetings, oversee the executive board, and perform any duties that pertain to the office of President.
- Section 8: The Vice President will manage committees, preside at meetings in the absence of the President, and perform any duties that pertain to the office of Vice President. In the event that the President is unable to perform his/her duties, the Vice President will automatically accede to the Presidency. In such case, the office of Vice President will be immediately filled by special election.
- Section 9: The Secretary's responsibilities consist of recording each committee's monthly reports, recording attendance at all Honors events, keeping minutes at all Honors meetings and executive board meetings, and performing any other duties that pertain to the office of Secretary.
- Section 10: The Treasurer will oversee finances of the Honors Program, keep accurate financial records, and perform any other duties that pertain to the office of Treasurer.
- Section 11: The Honors Council Representative will be responsible for attending meetings of the Honors Council, serving as a liaison between Honors College Students and the Honors College Faculty/Administration, and any other duties that pertain to the office of Honors Council Representative.
- Section 12: The Senator will be responsible for attending weekly NSGA meetings, reporting to the executive board, reporting at the Honors meetings, and any other duties that pertain to the office of Senator.
- Section 13: All members of the executive board must attend all scheduled Honors meetings and executive board meetings. If at any time any member of the executive board does not perform his/her duties adequately or loses good standing within the Honors Program the Honors Director may relieve him/her of his/her duties.
- Section 14: If any member of the executive board, excluding the President, is unable to perform his/her duties, his/her position will be filled by the original procedure for that position, election or appointment.

ARTICLE IV: COMMITTEES

- Section 1: Each member of the Honors Program will serve on one of the nine committees, which are as follows: Fundraising, Newsletter, Peer Mentoring, Public Relations, Research, Retreat, Scrapbook, Scholarship/Grant, and Social.

- Section 2: Committees will convene two weeks prior to a scheduled Honors Program meeting and submit a report of their meeting to be approved by the executive board and the Honors Director.
- Section 3: Each committee will have a chairperson. The chairperson will be responsible for calling all committee meetings, taking attendance, and providing a report of the committee's discussions and decisions. Each committee will decide their chairperson before the fall semester.
- Section 4: If at any time a chairperson does not perform his/her duties adequately or loses good standing within the Honors Program the executive board may relieve him/her of his/her duties and appoint a new chairperson with the approval of the Honors Director.
- Section 5: New committees will be formed at the discretion of the executive board and with the approval of the Honors Director.

ARTICLE V: RATIFICATION

- Section 1: This Constitution will be amended according to a majority vote of the Honors Program.
- Section 2: Ratification of this Constitution will occur with a majority vote of the Honors Program.

Northeastern State University
Honors Research Syllabus
Department of Honors
Tahlequah, OK

TITLE AND NUMBER OF COURSES

Honors Research I, II, III, IV; 3401, 3402, 4402, 4401

PREREQUISITES:

None

CATALOG DESCRIPTION OF COURSES:

A series of required Honors courses incorporating the aspects of formulation, execution, and summation of a scholarly activity.

PURPOSE OF COURSES:

These courses are designed to familiarize Honors students with the procedures of research and to allow them the opportunity to participate in a scholarly activity.

OVERALL EXPECTED OUTCOMES FOR COURSES:

1. Student should be familiar with how to conduct a research project.
2. Student should be able to answer or solve a proposed question or problem formulated by either the student or the instructor by means of researching the topic.
3. Student should be able to produce a written paper explaining their research in a detailed, orderly manner.
4. Student should present their findings at an Honors Research Presentation Day at the conclusion of the semester they intend to graduate.

EXPECTATIONS FOR EACH COURSE OF RESEARCH:

Research I: This semester the student receives one hour of credit for the course. During the semester, the student should develop a topic of interest in which to study. After determining the subject, the student should research background information for the following reasons 1) to find out if the topic has been studied in depth previously 2) if the subject has enough information to constitute a research or scholarly project, and 3) to accumulate information providing a basis for why the subject should be pursued. At the end of the semester the student should submit a 1 to 2 page prospectus describing the nature and experimental design of the research project to be conducted. This prospectus will be the means by which the research advisor can evaluate the student's progress through the semester.

Research II: This semester the student receives two hours of credit for the course. During this semester, the student needs to start the process of research. This research can consist of laboratory research, literature research, or whatever means seems necessary and appropriate to gather information on the selected topic.

Research III: This semester the student receives two hours of credit for the course. During this semester, the student should continue the research process from the previous semester. If the research has lead down unexpected paths or reached a dead end, the student should either follow those paths or quickly modify the initial topic in order to produce significant results.

Research IV: This semester the student receives one hour of credit for the course. During this semester, the student should finish up any necessary research and draw conclusions on his/her findings. Those findings then should be collected and written out in a paper describing in detail the student's topic, its significance, and the results of the research. The paper should be completed by the middle of the semester, fall break for a student graduating in December, or spring break for a student graduating in May and the final form should be submitted to the Honors Program for binding. After the paper is complete, the student must prepare a form of the research suitable for presentation at the end of the semester at the Honors Research Presentation Day. This form can be a visual aid, demonstration, power point presentation, etc.

INSTRUCTIONAL PROCEDURES:

Instructors will assist Honors student in choosing a topic that fits within the instructor's field of expertise and the student's interests. The topic must be appropriate for a scholarly activity, meaning there must be significance to why the topic is being explored. The Honors student is responsible for initiating the research, and the instructor should be available to guide and direct the student along the way.

STUDENT PERFORMANCE ACTIVITIES: (Attendance/Punctuality)

These courses are arranged courses, therefore, the student must set up a time to meet or periodically update the instructor on progress in the course of the project. It is the student's responsibility to meet with the instructor not the instructor's responsibility.

ASSIGNMENT DUE DATES:

The instructor is allowed to evaluate the student based on the assignment of periodical check point components in the project. The instructor can also choose not to assign specific assignments.

STUDENT EVALUATION:

The student will be evaluated by the instructor listed as the Honors student's Research Advisor. Grades are determined by the instructor based on the satisfactory or unsatisfactory progress of the student at the end of the semester for each of the four semesters the student is in research courses.

Research I Enrollment Form**Name of Student:** _____**Social Security Number:** _____**Name of Academic Advisor:** _____**Name of Research Advisor:** _____**Degree student is seeking:** _____**Is student's degree plan on file in Admissions and Records? Yes or No****Signature of Student** _____**Signature of Research Advisor** _____**Signature of Honors Director** _____***Signature of Dean is also required for approval *only if* student is conducting research under advisor from a different college. _____**

Research I Information Packet

*Attention Juniors:
Please share this
information with your
research advisor.*

Please Note:

Faculty Research Advisors and Research Students:

*The Honors Program Handbook can be accessed from the
Honors Website at the web address below. A detailed
description of the program requirements is given, as well as
formatting requirements for the thesis that is due prior to
graduation.*

<http://arapaho.nsuok.edu/~honors/handbook.doc>

NSU Honors Program Research I Binding Contract

Name of Student: _____

Social Security Number: _____

Date: _____

Anticipated Month/Year of Graduation: _____

Name of Academic Advisor: _____

Name of Research Advisor: _____

Your Major: _____

Is student's degree plan on file in Admissions and Records? Yes or No

Are you aware of the importance of getting IRB/HEAC approval before you begin your research? Yes or No

Describe in 100 words or more the topic(s) or area(s) of interest that you and your research advisor have discussed/explored in regard to a scholarly research activity and his or her expectations for you in regard to excellent (grade A quality) work. Due date deadline for 100 word research summary is the last Friday in September. This is in addition to any requirements your research advisor assigns.

*** Please be advised in advance that the final format of a student's research project will follow the same requirements as the graduate college requires for a Master's thesis. The library can assist in binding and a copy of the student's research will be required to be presented at NSU Undergraduate Research Day or as an arranged senior seminar prior to graduation.**

Signature of Student _____

Signature of Research Advisor _____

Signature of Honors Director _____

***Signature of Dean is also required for approval *only if* student is conducting research under advisor from a different college. _____**

Northeastern State University
Research Syllabus
NSU Honors Program

TITLE AND NUMBER OF COURSES

Honors Research I, II, III, IV; 3401, 3402, 4402, 4401

PREREQUISITES:

Research classes are arranged in consecutive order.

CATALOG DESCRIPTION OF COURSES:

A series of required Honors courses incorporating the aspects of formulation, execution, and summation of a scholarly activity.

PURPOSE OF COURSES:

These courses are designed to familiarize Honors students with the procedures of research and to allow them the opportunity to participate in a scholarly activity.

OVERALL EXPECTED OUTCOMES FOR COURSES:

1. Student should be familiar with how to conduct a research project.
2. Student should be able to answer or solve a proposed question or problem formulated by either the student or the instructor by means of researching the topic.
3. Student should be able to produce a written paper explaining their research in a detailed, orderly manner.
4. Student should present their findings at an Honors Research Presentation Day at the conclusion of the semester they intend to graduate.

EXPECTATIONS FOR EACH COURSE OF RESEARCH:

Research I: This semester the student receives one hour of credit for the course. During the semester, the student should develop a topic of interest in which to study. After determining the subject, the student should research background information for the following reasons 1) to find out if the topic has been studied in depth previously 2) if the subject has enough information to constitute a research or scholarly project, and 3) to accumulate information providing a basis for why the subject should be pursued.

Research II: This semester the student receives two hours of credit for the course. During this semester, the student needs to start the process of research. This research can consist of laboratory research, literature research, or whatever means seems necessary and appropriate to gather information on the selected topic.

Research III: This semester the student receives two hours of credit for the course. During this semester, the student should continue the research process from the previous semester. If the research has lead down unexpected paths or reached a dead end, the student should either follow those paths or quickly modify the initial topic in order to produce significant results.

Research IV: This semester the student receives one hour of credit for the course. During this semester, the student should finish up any necessary research and draw conclusions on his/her findings. Those findings then should be collected and written out in a paper describing in detail the student's topic, its significance, and the results of the research. The paper should be completed by the middle of the semester, fall break for a student graduating in December, or spring break for a student graduating in May. After the paper is complete, the student must prepare a form of the research suitable for presentation at the end of the semester at the Honors Research Presentation Day. This form can be a visual aid, demonstration, power point presentation. etc.

INSTRUCTIONAL PROCEDURES:

Instructors will assist Honors student in choosing a topic that fits within the instructor's field of expertise and the student's interests. The topic must be appropriate for a scholarly activity, meaning there must be significance to why the topic is being explored. The Honors student is responsible for initiating the research, and the instructor should be available to guide and direct the student along the way.

STUDENT PERFORMANCE ACTIVITIES: (Attendance/Punctuality)

These courses are arranged courses, therefore, the student must set up a time to meet or periodically update the instructor on progress in the course of the project. It is the student's responsibility to meet with the instructor not the instructor's responsibility.

ASSIGNMENT DUE DATES:

The instructor is allowed to evaluate the student based on the assignment of periodical check point components in the project. The instructor can also choose not to assign specific assignments.

STUDENT EVALUATION:

The student will be evaluated by the instructor listed as the Honors students Research Advisor. Grades are determined by the instructor based on the satisfactory or unsatisfactory progress of the student at the end of the semester for each of the four semesters the student is in research courses.

Guidelines for Writing Senior Research Paper

Table of Contents:

Steps in Completing Senior Research Paper

- Help with Writing a Research Paper
- The Prospectus
- Research Involving Human Subjects
- Research Involving Animals
- Copying and Binding
- Timeline for Completing Senior Research Project/Scholarly Activity and Paper

Format of Paper

- Use of Proper Style Manual
- List of Approved Style Manuals
- Paper
- Margins
- Spacing
- Type
- Preliminary Pages
 - Title Page
 - Signature Page
 - Abstract
 - Acknowledgement Page
 - Table of Contents
 - List of Tables and Figures
- Body of Research Paper
- Bibliography/Reference/Works Cited Page
- Appendices (if applicable)
- Page Numbering
- Order of Pages

Examples of Page Formats

- Title Page
- Signature Page
- Abstract
- Acknowledgements
- Table of Contents
- List of Tables
- List of Figures
- Main Body

Research Paper Checklist

Steps in Completing Senior Research Paper

Help with Writing a Research Paper

You should be in frequent contact with your research advisor. Typically, several drafts are needed and you will need to provide your research advisor plenty of time to read your work and provide feedback. You should be open-minded about accepting constructive criticism; remember that the goal is to complete an excellent end product.

The Library staff can help you locate relevant resources for your research/scholarly activity project. You may need to order some items through Interlibrary Loan, so allow time for these materials to arrive.

The Prospectus

The Honors Program requires students to submit a prospectus acceptable to their research advisor during the first semester of Research I. The guidelines for writing the prospectus can be found in the Honors Research Syllabus.

Research Involving Human Subjects

Federal Law requires that all research involving human subjects, regardless of the source of funding, must be approved in advance by the Institutional Review Board (IRB). In order to comply with governmental directive, you must complete the appropriate application forms and submit them to the IRB by email to [http://irb@nsuok.edu](mailto:irb@nsuok.edu) or by mail to the Graduate Office. For details, see the application form. Forms and instruction can be downloaded from the website <http://arapaho.nsuok.edu/~irb>. IRB meets regularly, and approval must be received before data collection begins.

A copy of a properly signed and approved “Application for HEAC Study Approval Form” must be filed in the Office of Human Experimental Advisory Committee before the research can go forward. A copy of the approved form must be submitted with the final research paper in the appendix of the manuscript. Failure to follow the Human Subjects Review procedure may result in rejection of your project by the Honors Program.

Research Involving Animals

Federal law requires that all research projects involving the use of animals be conducted in such a manner as to ensure humane treatment of animals. To ensure humane and proper care, all such projects, regardless of the source of funding, must be approved in advance by the above mentioned HEAC.

Copying and Binding

Following the completion of the paper and the approval of the research advisor, the student should bring the final manuscript of the research paper by the Honors Program Office for binding. One copy of the paper will be kept by the Honors Program. Any original materials (i.e. photos, drawings, videotapes, computer disks, etc.) will become the property of the Honors Program; therefore, the student should keep copies of all of this material. Also high quality copies of materials that are to be bound with the research paper should be procured and included with the copy to be bound. If the research advisor wishes to have a copy of the research paper, the student should make the necessary arrangements.

Timeline

Completing the Senior Research Project/Scholarly Activity is a time-consuming process. A Senior Research Project/Scholarly Activity cannot be rushed through at the last minute. Therefore, the following timeline is provided to give students a guide as they plan the progress of the project and the writing of the paper to avoid delaying graduation or losing the privilege of graduating “with Honors.”

Timeline for Completing Senior Research Project/Scholarly Activity and Paper

Task	Suggested Completion	Responsible Party	Notes
Select Topic	During Research I	Student and Advisor	Discuss the topic with advisor.
Obtain IRB or Animal Use approval (if applicable)	2 months before collecting data	Student and Advisor	Obtain forms from IRB website*; must be approved before data collection begins.
Approval of Prospectus by Research Advisor	By the end of Research I	Student and Advisor	Student should submit a prospectus to the research advisor describing research project/scholarly activity. (See Research Syllabus for details.)
Conduct research or develop scholarly activity	During Research II and III	Student and Advisor	Student is responsible for contacting the research advisor and getting input for project during this time.
Submit Draft of Research Paper to Research Advisor for approval and revisions	During the beginning of Research IV	Student and Advisor	Paper should be drafted and revised several times before final manuscript is submitted to the Honors Program.
Complete Research Paper	Before Fall Break for Fall Graduations or Spring Break for Spring Graduations	Student	Refer to Guidelines for Writing Senior Research Paper in the Honors Handbook
Submit Completed Research Paper to Honors Program to be Bound	One month prior to graduation	Student	See Guidelines for Writing Senior Research Paper in the Honors Handbook for details on research paper layout.
Prepare Oral Presentation of Research Project or Scholarly Activity	Research IV	Student	The student must prepare a form of the research suitable for presentation at the end of the semester at the Honors Research Presentation Day. (See Research Syllabus for details.)
Honors Research Presentation Day	Semester of Graduation	Student	The student will arrange a day and time to give an oral presentation in front of the research advisor and the Honors Program.

Format of Paper

Use of Proper Style Manual

Each degree program at NSU has selected a writing style manual or manuals to be used for the main body of the manuscript. They are listed below. Many of these style manuals are kept in inventory at the Bookstore and the others can be ordered through the Bookstore or online. These manuals are also available in the library. These research paper guidelines take precedence over any style manual. All formatting not specified in these research paper guidelines should follow the guidelines set forth in the selected style manual. Do not copy formatting from old research papers. Guidelines change.

List of Approved Style Manuals by Program

American Studies	Turabian/Chicago
Communication	MLA/APA
English	MLA
MBA	APA
Early Childhood Education	APA
Reading	APA
School Administration	APA
School Counseling	APA
Special Education	APA
Spec. Education—Speech/Lang. Path.	APA
Teaching	APA
Psychology	APA
Criminal Justice	APA
Library Media and Information Tech.	APA
Accounting and Financial Analysis	APA/MLA
College Teaching	APA

Formatting Guidelines

Formatting must be consistent throughout the research paper and follow the guidelines established by the Honors Program and the style manual of the discipline. Students should consult their department's style manual for proper use of language usage and formatting that has not been otherwise established by the Honors Program. Guidelines for paper content, margins, spacing, font, preliminary page inclusion, page numbering, page order, and HEAC form inclusion supersede those of the discipline style manual.

Paper

The copy of the research paper for the Honors Program must be printed on 8 ½ x 11 inch paper. Text should be keyed on one side.

Margins

The margins for the text must be 1 inch at the top, bottom, and right side of the page, and 1 ½ inches on the left side to allow for binding. This applies to all pages within the paper.

Spacing

The body of the document must be double-spaced. Tables may be single spaced. Consult the style manual of your discipline for spacing after title, headings, quotations, references, etc.

Type

The typeface must be 12-point Times New Roman. Typeface should be consistent throughout paper body and figure titles. Black ink should be used unless color is approved by the research advisor.

Page Numbering

Number all preliminary pages with lower case Roman numerals. Place numbers one-half inch from bottom of page, three spaces to the right of center. Count but do not number the title page. Number the paper's main body with Arabic numbers in the upper right-hand corner of the page ½ inch from the top with a double space before the first line of text, and 1 inch from the right-hand side of the paper edge.

Page or Section	Numbering
Blank Flyleaf Page	No number
Title Page	Roman numeral i counted, but not printed
Research Paper Signature Page ????	Roman numeral ii
Abstract Page	Roman numeral iii
Acknowledgements	Roman numeral iv
Table of Contents	Roman numeral v
List of Tables (if applicable)	Roman numeral vi (if applicable)
List of Figures (if applicable)	Roman numeral vii (if applicable)
Main Body – Page 1	Arabic numbers, counted, but not printed
Main Body – Page 2 through last page	Arabic numbers, top right
Bibliography/References/Works Cited	Continue from main body, Arabic, top right
Appendix or Appendices	Continue from References, Arabic, top right

Preliminary Pages

Title Page. On the title page, the following information is vertically and horizontally centered: the title of the research paper (24-point font and bold typeface); the full name of the author (this must be the name of the student record); “Submitted in partial fulfillment of the requirements for the Honors Program for the degree of (Bachelor of Science in Chemistry, Bachelor of Arts in English, etc.)”; “Northeastern State University”; and the month and year in which the degree sought is to be awarded. See the sample title page for further reference.

Signature/Approval Page. The signature/approval page begins with the research paper keyed two inches down from the top of the page. Use inverted pyramid for longer titles and center within margins. The name of the Author goes under title. Double-space typed lines. Include signature lines for research advisor and the Honors Director. See the sample signature page for further reference.

Abstract. The abstract is a one-paragraph, double-spaced, self contained summary of the most important elements of the paper. The abstract begins on a new page with the same margins as described above. See the sample abstract page for further reference.

Acknowledgements. The format of the acknowledgements page is determined by the discipline style manual. An acknowledgement page is included immediately before the table of contents. Acknowledgements should be made of any grants that supported the research. The research advisor, readers, and any others who contributed significantly to the project should be noted here. See sample page for further reference.

Table of Contents (if required by advisor). The format of the table of contents is determined by the discipline style manual. The table of contents will list the page numbers of the specific pages that follow. Double space each beginning with the list of tables, if applicable, references, and appendices. See sample page for further reference.

List of Tables and Figures (if applicable). The format of the list of tables and figures is determined by the discipline style manual. Tables are data presented in tabular form (rows and columns) and should not include any artwork or graphics. Tables should be formatted with clear labels for the rows and columns. Figures are any illustrations that are not in table format. Both tables and figures should be designated to communicate information quickly and clearly. Refer to the style manual for your discipline for documenting tables and figures.

Body of the Research Paper

The format of the body of the paper is determined by the discipline style manual. The text is to be double spaced with paragraph indentions. Margins are one-inch at top, bottom, and right. A one and a half inch margin on the left side of the paper will allow for binding. All main body pages are to be numbered consecutively with Arabic numerals in the upper right-hand corner of each page, one-half inch from the top and one inch from the right-hand edge of the page. Double-space between the page number and the top line of text. Do not use the abbreviation p. or any other mark before the page number.

Bibliography/References/Works Cited

The research paper must contain documentation for all sources cited in the text. This documentation takes the form of the Bibliography, References, or Works Cited page, depending on the style manual used. Each source that is mentioned in the text of the research paper must be documented. Formatting will be according to the style manual used.

Appendices

One or more appendices may be included for material which would detract from the flow of the manuscript, but which is relevant to the research paper. Examples include large data sets, computer programs, and stimulus materials. Formatting will be according to the style manual used by the discipline.

Order of Pages

The following indicates the correct order of pages. Some pages are required for all research papers while other pages are optional and should be included as needed.

Page or Section	Required or Optional
Title Page	Required
Signature Page	Required
Abstract Page	Required
Acknowledgement Page	Optional/Departmental Designation
Table of Contents	Required if applicable
List of Tables	Required if applicable
List of Figures	Required if applicable
Main Body	Required
Bibliography/References/Works Cited Page	Required
Appendix or Appendices	Optional

Effects of Bacillus Toxin Production on Retinal Pigment Epithelium Cell Viability in Vitro

Jane Doe

Submitted in partial fulfillment of the requirements for the
Honors Program for the degree of

Bachelor of Science
in
Chemistry

Northeastern State University

May 2004

**Effects of Bacillus Toxin Production on
Retinal Pigment Epithelium Cell
Viability in Vitro**

Jane Doe

This Research Project/Scholarly Activity is approved for
recommendation to the Honors Program

Honors Research Student, Date

Research Advisor, Date

Honors Director, Date

Northeastern State University

Abstract

The abstract is 100 to 150 words (approximately 2/3 of a page). The abstract should define the problem, describe the research method or design, and report the results and conclusions. The abstract may not include tables, figures, plates, subheadings, or references.

Acknowledgements

This research was supported by a William South Research Award. I would like to thank John Doe for his assistance in collecting the data. I would like to thank my research advisor and the Honors Director for their helpful guidance and my friends and family for their support.

Table of Contents

List of Tables.....	vi
List of Figures.....	vii
Chapter 1: Introduction.....	1
Chapter 2: Review of Literature.....	10
Chapter 3: Methodology.....	25
Chapter 4: Results.....	52
Chapter 5: Discussion.....	64
References.....	73
Appendices.....	76
A. Sample Schedule.....	77
B. Summary Tables-Study Sample.....	82
C. Family Profile Scale.....	87

List of Tables

Table 1. Average Error Scores for L-L and L-M SES Dyads for Concrete and Abstract Stimuli.....	41
Table 2. Average Number of Critical Attributes Communicated per Dyad.....	5

List of Figures

Figure 1. The Marginal Revenue Product Curve for the First Tennessee Bank.....	38
Figure 2. Pilot Group: Distribution of Categories of Interaction Occurring in First and Final Banking Sessions.....	68
Figure 3. Study Group: Distribution of Categories of Interaction Occurring in First and Final Banking Sessions.....	78

Chapter 1

Introduction

The initial chapter of a research paper is typically used to provide a general introduction and rationale for the research conducted. The research paper should be written with the assumption that the reader has a general knowledge of research methods in the area but no specific knowledge of your specific research topic. Therefore, it is important to clearly explain the nature and scope of your study even though you and your research advisor will already have a good understanding of your research topic.

Research Paper Check List

- ___ 1. Have you used one of the approved style manuals as a guide in writing your research paper?
- ___ 2. Have you checked for punctuation, spelling, and grammatical errors?
- ___ 3. Is the print clean, neat, and dark?
- ___ 4. Do all the margins conform to the following standards?

At least:
___ 1 ½ inches from left
___ 1 inch from right
___ 1 inch from top
___ 1 inch from bottom
- ___ 5. Have you received PRIOR permission for the use of colored photographs?
- ___ 6. Is page numbering consistent throughout?
- ___ 7. Did you present a preliminary copy of the research paper to your research advisor to check margins, spacing, font, preliminary page inclusion, page numbering, page order, and HEAC form inclusion?
- ___ 8. Have you used 8 ½ x 11 inch paper?
- ___ 9. Have you secured original signatures of research advisor and Honors Director on signature pages?
- ___ 10. Does the date of the research paper title page agree with the month and year that the degree will actually be awarded?
- ___ 11. Have arrangements for copying the research paper been made well in advance so that the deadline for submitting the research paper to the Honors Program can be met?
- ___ 12. Have you thoroughly proofread the research paper even after duplication/reproduction?