

A WORD FROM THE DIRECTOR

I am elated to welcome you to the Honors Program of Livingstone College. Our program is key in fulfilling the academic goals of this institution. In keeping with the modern trends and methods, the Honors Program at Livingstone College emphasizes a humanistic and synoptic technique, where you will encounter a higher level educational experience, develop the necessary skills to lead in your profession, and explore the new realms of the mosaic world.

The curriculum and programs in the Honors Program will enable you to complete enriched honors general studies courses, engage in scholarly seminars, delve into campus and community activities, and build rapport with faculty and professional mentors. You are required to perform diligently in your academics and community service projects throughout the school year. You have accepted the challenge of being a participant in the Honors Program, and of this you should be proud, as I am proud of you. While the program is demanding, it does have advantages and rewards.

Ultimately, the Honors Program is designed to nurture your intellect and emphasize new perspectives and research. The program is committed to providing help that is needed for you to reach your maximum potential with the intent of developing and maintaining an elite body that promotes superior performance in academia, high ethical standards, community service, and unity and friendship.

This HANDBOOK explains what is expected of you and how the program can help you achieve your goals. Read it carefully and keep it for reference. Other information about Livingstone Honors Program activities, scholarship opportunities, and upcoming events will be announced at gatherings, in honors classes, and on Facebook (Livingstone Honors) and twitter (LC Honors).

Since its academic inception in 2009, The Honors Program has grown and earned the respect of the campus community. It has become a justifiable source of pride for all of us. You can help sustain this growth by encouraging other qualified students to join. Moreover, you can uphold its fine reputation by continuing to develop in yourself the qualities of the true scholar: integrity, humility, curiosity, energy, and self-discipline.

HONORS PROGRAM STAFF

- Director..... Dr. Da’Tarvia Parrish
- Student AssistantMs. Daisha Gilliam
- Admissions Recruiter Ms. Shari Hill
- Department of Business.....Dr. Colin Pillay
- Department of CIS.....Dr. Obafemi Balogun
- Department of Criminal JusticeMrs. Bessie Hutchins
- Department of English.....Dr. P. Jane Splawn
- Department of PsychologyDr. Charles Pinckney
- Department of Science..... Mrs. Shatasha Brooks
- Department of Religious Studies.....Dr. Michael Ellis

Mailing Address:

The Honors Program of Livingstone College
Attn: Dr. Da’Tarvia A. Parrish
701 West Monroe Street, Tubman 111
Salisbury, NC 28144

Phone (704) 216-6058

E-mail: dparrish@livingstone.edu

THE MISSION

Livingstone College is a private historically black institution that is secured by a strong commitment to quality instruction. Through a Christian-based environment, suitable for learning, it provides excellent liberal arts and religious education programs for students from all ethnic backgrounds, designed to develop their potential for leadership and service to a global community.

THE HONORS PROGRAM

The Honors Program is designed to provide students with opportunities to interact with peers and faculty on a variety of levels within the academic community. The primary focus of the Honors Program is the development of intellectual, ethical leadership skills while fostering excellence in education, commitment to the learning process, experimentation, and a sense of a learning community. Through highly qualified faculty and a rigorous curriculum, LCHP is able to stimulate exceptional students to a holistic approach of analytical and critical thinking. The Honors Program has the following goals:

1. Engage students actively in intellectual discussions and projects,
2. Encourage students to undertake scholarly initiatives and in-depth investigations,
3. Encourage students to pursue their academic goals with tenacity, and
4. Expose students to positive life-altering opportunities.

As the primary focus of Honors Program is to develop scholars who are leaders, the program provides opportunities for students to develop poise, leadership, and maturity. Opportunities within the Honors Program that achieve this focus are as follows:

- I. **The Student Executive Board** consists of student – elected President, Vice President, Secretary, Treasurer, Chaplain, and Mr. and Miss LCHP. There must be a student representative from each class. The students may serve a full term of one academic year, as long as they are in good standing in the Honors Program.

- II. Nine Committees implement the activities of Honors Program:

Recruitment and Orientation	HCASC Team
Publicity/Newsletter	Fundraising
Social Media	Conference
Curriculum	Intra-Campus Service
Community Service	

- III. A student may be chosen by the Honors Program Director to serve as Student Assistant Director during their senior year.

THE HONORS PROGRAM CURRICULUM

The focus of the Honors Program course work is in the general education courses during the freshmen and sophomore years. At the junior level, students must enroll in the colloquium course, and upon graduation, students must submit and defend a senior thesis project before a selected committee.

The Honors Program requires twenty-one (21) hours of classes including the senior thesis project. Fifteen (15) of the twenty-one (21) hours must be in General Education. The remaining six (6) hours are Junior Colloquium and Senior Thesis. Students whose major does not allow extra course work or majors that require a Senior Thesis, may “contract” these courses. Students will not graduate “with Honors” if they have not successfully completed a colloquium course and a senior thesis project before graduation. All grades for honors courses must be given at the end of the semester.

Only grades of “B” and higher will count toward the minimum requirement for graduating “with Honors”. Grades below a “B,” if they are passing by the college’s standards, will count as traditional credit.

1. **Honors Courses** are sections of regularly scheduled General Education courses. The advanced course is designed to challenge and stimulate students with a record of achievement. The

performance level of “honors” students in accelerated courses are expected to exceed that of the students enrolled in the traditional correlating courses. These courses fulfill General Education and other requirements for graduation.

2. **Honors Sections of Dual – listed Courses** are two sections of the same course - one honors, one non-honors - meeting at the same time and in the same place with the same instructor. The difference for those enrolled in Honors will be in the type of assignments required. For Honors credit, there should be a heavier emphasis on analysis, synthesis, oral presentation, primary research, and on students taking more responsibility for their own education.
3. **Junior Colloquium.** This course addresses a central theme or topic that varies each semester and employs a variety of methods that may include lectures, discussions, field observations, community activism, student projects, and guest speakers, as determined by the instructor. It is designed to expose students to current issues, personalities, activities, and career opportunities to students. Interdisciplinary and experimental in nature, the course may for instance, include such themes or topics as “Terrorism and its Effects,” and “Political Activism in the Media.”
4. **Honors Senior Thesis** This course provides a culminating and innovative experience to a student in undergraduate learning. It requires the student complete a senior thesis project on a topic applicable to their major discipline, and approved by their department and Honors Committee.

DEPARTMENTAL HONORS CREDIT

Departmental/Customized Honors (honors in the major) curricula should be available in all academic departmental and programs. These upper-division programs emphasize independent research and creative projects under the supervision of a faculty mentor.

A student as a member of the Honors Program may participate in a departmental honors curriculum, but LCHP membership does not imply that participation is automatic.

Honors in the major emphasize curricular flexibility and close interaction between students and instructor. If a student’s major restricts them from enrolling in the course, this course will satisfy the Junior Colloquium course required for all Honors students. Departmental Honors Credit will be earned on an individual basis by “contract.”

1. Contract Honors: The student earns honors credit in major discipline course at the 300 or 400 level by performing some alternative or additional work,(e.g., special reading , a classroom presentation, or a research paper). Contract Honors can be arranged in any course, in the major at the 300 or 400 level. A student must have the approval of the instructor, their advisor, and the Honors Program Director.

Examples of Contract Honors Projects are as follows:

(ACC) Not-for-Profit and Government Accounting: Design and implement an accounting procedure manual for a nonprofit institution in order to strengthen internal controls and periodic reporting in preparation for an annual audit.

(BUS) Principles of Marketing: Students assist in designing a communications contest for one of the college’s sponsors (Food Lion/AMEZ Church) and/or Blue Bear events such as Homecoming, Founder’s Day etc.

(CIS) System Analysis and Design: Write a computer program that will perform a perfect hashing algorithm.

(ECE) Design a questionnaire to gather information about nutrition education in JC Price Head Start; compare the results with state guidelines and current literature.

(ENG/REL) Religion and Literature: A comparative analysis of God as a masculine source in the works of black female authors and of stories of women in the Bible that depicts common themes as they are re-enacted in today's society.

(MUS) Advanced Musicianship: Prepare excerpts from *Pierrot Lunaire* by Arnold Schoenberg for performance in the Honors Recital.

(PED) Anatomy and Physiology: Write a research paper on the anatomical and physiological differences between males and female athletes.

(POL) Political Theory: Construct a political science dictionary of concepts found in writings of ancient and medieval thought such as Plato, Aristotle, St. Thomas Aquinas.

HSPM: Coordinate facilities and resources for an Army ROTC Military Ball. Implement management techniques learned in class to ensure proper planning and execution of project by several committees. Establish liaison with community. Develop and work within a budget of \$5000.

ALL AREAS: Design a game for students to reinforce knowledge of a particular logic, formula, novel, theory, historical event, Supreme Court case, etc. Create gaming techniques which enhance knowledge of levels of anxiety. The final product should be a board game with tools including cards, movable pieces, and an instruction book.

MUST BE TYPED

Livingstone College Honors Program
Course Contract

PROCEDURES:

1. Student will complete this form after discussion with instructor
2. Student will obtain approval signatures and give form to Honors Director no later than the end of the first week of fall semester, and the first week of the spring semester.
3. Honors advisor will file all remaining copies.
4. Two weeks before the end of semester, the Honors Director will contact the supervising instructors and secure H credit and grade.

5. Instructors will return completed contract to the Honors Director. PLEASE NOTIFY THE DIRECTOR OF ANY WITHDRAWAL, INCOMPLETE, OR DISCONTINUED CONTRACTS AS SOON AS THIS INFORMATION IS KNOWN.
6. Honors Director will confirm credit with Academic Records and distribute copies as indicated below.

NOTE: H credit is awarded only if the work is graded "B" or higher

PROGRAM REQUIREMENTS FOR GRADUATION

The programs requirements are as follows:

- Maintain minimum GPA 3.3
- Complete 15 hours of General Education Honors Courses
- Complete three (3) hours of honors credit in the major (colloquium)
- Complete 100 Honors hours of Community Service
- Serve on an Honors Program Committee
- Participate in a conference experience
- Take appropriate test for graduate study
- Complete Portfolio/Exit Interview
- Study Abroad Experience (strongly encouraged)

HONORS PROGRAM PERQUISITES

What are the benefits afforded to LCHP students?

In addition to participating in enriched courses with others of a similar scholastic attitude, the student may receive or take advantage of the following:

1. Honors designation on transcript
2. Honors pin
3. Priority in course selection at each semester's registration
4. Individualized advising
5. Eligibility for scholarships and internships
6. Participation in special events, field trips, and social activities with distinguished leaders
7. Fee Waiver when carrying over 18 hours because of junior or senior level honors courses
8. Fee Waiver for transcripts (when applying for scholarships/internships)
9. Some priority in housing selection
10. Pre-professional leadership training
11. Individualized assistance in preparing resumes and/or applications for fellowships and post-graduate study
12. Recognition during Honors Convocation
13. Graduation Honors distinction regalia
14. Honors newsletter, *The Blue Print*

EARLY REGISTRATION

Students in Honors Program who are in good standing are permitted to pre-register for the next semester's classes and to register early, usually on the first day. This allows them to design their own schedules and be virtually assured of getting classes when and with whom they want.

However, advisement is important. Be certain to consult with your academic advisor and the Honors Program Director.

NEWSLETTER

The Blue Print is the LCHP student-staff generated newsletter. In it is published information about the honors program, profiles of students and faculty, student compositions and creative endeavors, student accomplishments, and announcements of events. *The Blue Print* is published once per academic year and is free to Honors Program participants.

ACTIVITIES

Besides regular assemblies and active involvement in the life of the college, the Honors Program promotes other special activities.

Weekly Check-Ups The essential component of the family atmosphere for the Honors Program are the weekly meetings. While this setting permits students to discuss issues and concerns concerning college life with cohorts and a college official, academic and campus updates are also given.

Pre-Professional Workshops are held once per month exclusively for Honors students only. Distinguished guests are invited to engage Honors students in discursive musings and pre-professional training that will provide exposure in a variety of professional fields.

Public Forums and Symposiums are held once per month, and are an integral part of the Honors Program. A committee of Honors scholars organizes, participates in and invites non-honors faculty and students to guest speakers and events centered around current topics and monthly themes.

National and Regional Conferences are means to expand the learning environment and forge connections with others. Livingstone College holds institutional membership in the Southern Regional Honors Council (SRHC), and the National Association of African-American Honors Programs (NAAHP), and frequently attend and/or participate in the Emerging Leaders Workshop (ELW), Southern Education Foundation (SEF), and Students in Free Enterprise (SIFE) conferences and competitions.

Ceremony for Honors Societies Inductees: Hosted by the Honors Program, a collaborative induction of all academic organizations is held during the 11:00 a.m. hour of the Wednesday preceding the Founders' Day Celebration.

Honors Graduates Ceremony: On the final day of scheduled classes, Honors seniors are recognized by members of the Honors Program. An Honors senior is selected to deliver the Capstone Challenge, after which the Torch of Knowledge is passed to rising seniors by a member of the graduating class. Each senior receives a keepsake gift, and an Honors cord which is to be worn with academic regalia during Commencement.

Community Delving LCHP is committed to making a positive contribution in the community. Each year, the Honors Program selects several community venues to render services necessary for the successful operations of such institutions. Hours vary according to classification levels; freshman (20) sophomore (25) junior (25) senior (30). Participation is mandatory for admissions and retention in the Honors Program.

Honda Campus All-Star Challenge Club Sponsored by the American Motor Company Honda, the HCASC is held annually whereas the top 48 HBCUs who successfully contend in a Quiz Bowl style competition, are selected by Honda and the College Quiz Bowl Company. This competition is open to all Livingstone College students; however, as many Honors students are members of the club, Honors promotes and hosts the campus tournament and plan community events on behalf of Honda.

Ralph Bunche Society falls under the umbrella of the Honors Program. Recognizing the global leadership of Dr. Bunche, students in this organization usually have a vested interest in studying abroad and foreign affairs.

Campus Assemblies and Events All members of the Honors Program are required to be in attendance at college assemblies, and during Fall, Founder's Day, and Honors Convocation, Honors students must be dressed in Honors attire. Honors students are required to participate in

Livingstone College's Homecoming and the City of Salisbury Martin Luther King Jr. Day Parade.

ELIGIBILITY FOR PARTICIPATION

Admission

Students who wish to participate in the Honors Program must:

1. Have a grade point average of 3.3 (on the 4.00 system),
2. Complete an application for admission,
3. Be enrolled as a full-time student,
4. Hold a successful interview with the Honors Committee, and
5. Demonstrate a commitment to total participation in and contribution to the Program.

Students who have been accepted for admission to Livingstone College and meet the eligibility criteria may submit an application for membership in the Honors Program. Admission into the program is highly competitive and based on a limited number of openings each year.

First Semester Freshmen: Presidential and Board of Trustee Scholars are offered full admission to the Honors Program as freshmen. Other first semester freshmen must have a 3.3/4.0 high school GPA and a SAT Math and Verbal combined score of 1050, or a minimum ACT score of 23, with a record of academic courses. All first semester freshmen are required to register for the honors section of ENG 131H: Freshman Composition, which is only offered in the fall semester. Successful completion of this course is required for retention in the Honors Program.

Continuing Freshmen and Sophomores: Freshmen and sophomores with at least 15 completed hours of coursework at Livingstone College and who have earned a minimum 3.3 GPA, may be admitted to the program by submitting a complete application. The latest point to enter the Honors Program is the first semester of the sophomore year.

Transfer Students: Upon admission, students who are members of an Honors Program at another institution at the time of transfer to Livingstone College are immediately eligible to join Livingstone College Honors Program. Furthermore, students attending community college who were members of Phi Theta Kappa are immediately eligible to join. The latest point to enter the Honors Program for transfer students is the first semester of the junior year.

SUMMARY OF MEMBERSHIP OBLIGATIONS

To remain in the Honors Program, a student must;

Maintain a cumulative GPA of at least 3.3. If the GPA falls below this standard, but not below a 3.1, the student has one semester to increase the cumulative average to a 3.3 to remain in the Honors Program. Students who wish to resign from the program must submit a letter of resignation to the director and conduct an exit interview by the end of the requesting semester. The Honors Program does not offer readmission.

Engage in Honors Program activities.

Complete required hours of community service each year.

Develop a resume and personal statement beginning at the sophomore level and update it as needed.

PROBATIONARY STATUS

If the student's status in the Honors Program is probationary for any reason, the student will be expected over the course of the next semester to (1) earn some honors credit and (2) achieve a cumulative GPA of at least 3.3. If the student achieves both of these objectives, they will become a member in good standing. If not, membership in LCHP will be terminated.

NOTE: If a student wishes to appeal the termination, they must do so in writing to the Honors Director.

GROUND FOR TERMINATION

Membership in the LCHP may be terminated if;

1. One does not achieve probationary requirements.
2. The GPA falls below a 3.1
3. The student is guilty of academic dishonesty.
4. The student is guilty of any infraction within the Student Handbook of Livingstone College.
5. At the request of the Director, that must result in a trial by peers and a conviction.

HONORS PROGRAM STUDENT CONSTITUTION

ARTICLE I: NAME

This organization shall be known as the Livingstone College Honors Program Student Association

ARTICLE II: OBJECTIVE

The objective shall be to promote and advance honors and excellence through an invigorating academic program.

ARTICLE III: MEMBERSHIP

Section 1. Membership shall consist of Livingstone College students who meet the qualifications and have been inducted into the Honors Program.

Section 2. Honorary membership may be bestowed upon faculty or staff members in recognition of distinguished service toward the objectives of honors. Such action shall be taken annually with the Honors Induction Ceremonies.

ARTICLE IV: GOVERNANCE

Section 1. The officers of the LCHP shall be elected by the general assembly and is the governing body of all meetings.

Section 2. Newly elected officers shall assume office as soon as the results of their election are officially certified by the Director.

ARTICLE V: STUDENT EXECUTIVE BOARD

Section 1. The Student Executive Board shall consist of a President, Vice President, Secretary, Treasurer, Chaplain, Parliamentarian, and Mr. and Miss LCHP. There must be a student representative from each class. In the event of death, resignation, or abandonment of the office by a member of the board, the candidate who received the next highest number of votes in the most recent election for the position which was vacated and who is willing and able to serve shall be named by the Director to fill the unexpired term.

Section 2. The elected members of the Student Executive Board shall serve on the Board for as long as they are in good standing in the LCHPSA for one academic year.

Section 3. The Student Executive Board shall transact such business of the General Assembly of LCHP as may be referred to it by the membership and by the officers, and may initiate proposals to be acted upon by the membership.

ARTICLE VI: RESTRICTION PERTAINING TO TERMS OF OFFICE

Section 1. No officer of the LCHP who has served a full term may be elected to succeed themselves to the same office upon the completion of their term.

ARTICLE VII: MEETINGS

Section 1. LCHP shall hold weekly meetings and/or activities at a set time and place throughout the academic year.

ARTICLE VIII: AMENDMENTS

Section 1. Any proposal to amend this Constitution shall be referred in writing to the Executive Board for suitable wording which clearly expresses the intent of the proposal and which is consistent with the other sections of the constitution. It shall then be submitted in writing to the Honor Director. Such amendments shall, upon receiving approval of two-thirds of the members present and voting at a regular General Meeting, become part of the Constitution effective immediately.

BYLAWS

ARTICLE I: FEES, DUES, AND VOTING RIGHTS

Section 1. The annual dues for active student membership in LCHP shall be \$10.00.

Section 2. Members shall not be entitled to vote if their dues are not paid up for the current academic year.

ARTICLE II: DUTIES OF THE OFFICERS

Section 1. The President of LCHP shall preside over the regular Board meetings and the meetings of the General Assembly. The president shall prepare the agenda, working closely with the Honors Program Director. The president shall represent the organization at appropriate functions, and serve as the ex-officio members of all committees.

Section 2. The Vice President shall fulfill the duties of the President when the President cannot be present, and perform such other duties to the conduct of the vice president office as may be required.

Section 3. The Secretary shall help prepare the agenda for all meetings, keep minutes of all meetings, and perform such other duties to the conduct of the secretary office as may be required.

Section 4. The Treasurer shall perform the usual functions of that office which include all financial matters of collecting dues, sales profits, and other monetary contributions, while providing excellent financial record keeping, and making financial deposits in the Livingstone College account. The treasurer shall perform such other duties to the conduct of the treasurer office as may be required.

Section 5. The Chaplain shall perform the usual functions of that office which include acknowledging the Christian component of the college's mission. The chaplain shall provide prayer for every meeting and official and unofficial events hosted by the Honors Program, and perform such other duties to the conduct of the chaplain office as may be required.

Section 6. The Parliamentarian shall advise the Board and the members on questions of procedure during all official deliberations, and maintain order throughout meetings. The parliamentarian shall perform such other duties to the conduct of the treasurer office as may be required.

Section 7. Mr. and Miss LCHP shall serve as a direct liaison to the Office of Student Activities. The king and queen are mandated to participate in the coronation of Miss Livingstone College, the Livingstone College's Homecoming and the city of Salisbury's MLK parades in a queen/king like fashion to include formal wear, crown, and sash. The king and queen shall perform such other duties to the conduct of the king and queen office as may be required.

ARTICLE III: COMMITTEES

Standing committees shall be chaired or co-chaired by members of the Student Executive Board.

Section 1. The Recruitment and Orientation Committee shall spread the word about the purpose, significance and benefits of joining and participating in the LCHP. They shall increase enrollment and facilitate the orientation and development of higher standards.

Section 2. The Publicity Committee shall publish the LCHP Newsletter *The Blue Print* and create and circulate other means of announcing LCHP events.

Section 3. The Social Media Committee shall be liable to positively promote and publicize Honors events and reports via Facebook, Twitter, and other modes of social communications on a daily basis.

Section 4. The Curriculum and Community Service Committee shall distribute and collect evaluations of honors classes, propose other classes, seek opportunities and enhancements for LCHP, and suggest and evaluate community service projects.

Section 5. The HCASC Committee shall aid the HCASC Campus Coordinator in promoting, and hosting a campus tournament and/ or administering a campus wide power search tool. Moreover, the committee shall effectively communicate with the Community Service committee to engage in a community service project on behalf of Honda, the American Motor Company.

Section 6. The Fundraising Committee shall find resources and ideas to raise money for LCHP events.

Section 7. The Conference Committee shall aid the Director in the search of and preparation of student conferences. The committee shall be liable to host an annual paper and poster presentation conference for Livingstone College students.

Section 8. The Intra Campus Service Committee shall consult with the Office of Student Activities and volunteer any services that are deemed needed in order to better serve the campus community.

ARTICLE IV: **NOMINATIONS**

Section 1. During the first official meeting of LCHP, nominations shall be opened for any vacant positions on the LCHP Student Executive Board.

Section 2. Nominations will be publically made.

Section 3. Elections shall be held at the first official meeting of LCHP and votes are casted by ballot.

- a. Representatives to the Student Executive Board shall be elected by ballot.
- b. Mr. and Miss. Honors Program shall be elected each year in a manner proposed by the Board and approved by the body. These representatives shall chair the Homecoming Activities Committees and serve on the Community Service Committee. They shall meet with and report to the Student Executive Board weekly until the Homecoming Activities are over.

ARTICLE V: **HEADQUARTERS**

Section 1. The headquarters of the LCHP shall be located in the Honors Program Office or any other location with which the Honors Director is professionally associated.

ARTICLE VI: **ACADEMIC YEAR**

Section 1. The academic year of the LCHP shall be concurrent with the Academic Year of Livingstone College.

ARTICLE VII: **GENERAL MEETINGS**

Section 1. Motions and resolutions proposed for consideration at a general assembly meeting shall be in order if presented by a professional or student member, with the exception of a motion to alter the time or place of a scheduled general assembly meeting.

ARTICLE VIII: **AMENDMENTS**

Section 1. The Bylaws may be amended at any general assembly meeting, provided that such amendment shall have been referred in writing to the Student Executive Board and the Honors Program Director for clarity of wording and consistency with other sections of the Bylaws, and provided that such amendment shall receive approval by the majority of the members present and voting. Amendments shall become effective immediately upon approval.

SENIOR THESIS

An approved Honors Senior Thesis that has been orally presented in public is required for graduation as a member of the Honors Program of Livingstone College. The Honors Senior Thesis is meant to be the culmination of a student's Honors experience. It gives the student an opportunity to conduct *original research* with a faculty mentor, and it is required for graduation with Honors from Livingstone College (in addition to 21 Honors credit hours). The Honors Senior Thesis must involve use of the primary literature in the student's field of study and should represent the student's most sustained research or creative work as an undergraduate. While theses are typically written documents, other formats may also be accepted (e.g., recital or exhibition) with the Honors Director approval and if compliant with the original research requirement.

Honors students should begin considering their thesis topic no later than the first semester of their junior year. The typical first step for a student is to interview professors in their field of study, especially those faculty with expertise in the specific area of the students' interest. During the Junior Colloquium course, students are exposed to research topics, research methods, and several citation styles. The Honors students enrolled in this course should begin to consider their research topics and begin to thoroughly discuss their interests with faculty members within their majoring discipline. Due to the significant time and effort involved with an Honors Senior Thesis, it is highly recommended that a student choose a topic in which they have a strong interest. By the end of the experience, the student should be an authority on the issue they have chosen to research and be able to communicate their opinion on it to others.

HONORS 430

Although students are encouraged to begin their research process during the enrollment of Junior Colloquium, students will officially complete the thesis process during the Spring semester of their senior year in the enrollment of HON 430 Honors Senior Thesis. Typically, the Honors Thesis is a yearlong project for which the student enrolls in three credits during the senior year. Again, the subject area should represent the student's major of study. Thesis hours are specified on the student's transcript as " Honors Senior Thesis." Enrollment in this course and completion of the thesis is required for a student to graduate with Honors from Livingstone College Honors Program. A student must complete the pre-proposal process prior to their enrollment in HON 430.

PRE-PROPOSAL PROCESS

To begin the research process, each student must submit the following material in the semester *prior to the semester of thesis writing* to a faculty member within their department by the fourth Monday of the academic year. The pre-proposal will become the proposal submitted to the program for review. (Thesis Statement and Annotated Bibliography)

THESIS STATEMENT

The Thesis Statement should identify a preliminary research question and the materials the student will use. At this point, the student's question is likely to be tentative and may change as a student becomes more familiar with scholarship in the field. The student should be engaged in the process of narrowing the research into a pointed question. *For example, if you want to write on the Civil War, you should read a few recent and general books on the Civil War, and possibly watch several documentaries and engage in historical fiction such as Uncle Tom's Cabin and Gone With the Wind. After completing this reading/viewing, you may decide that slaves play an interesting and important role in the Civil War. In this case, you will want to read scholarship that specifically addresses the role of slaves and you will want to select a few works in which a slave plays an important role. At this point, you will want to narrow your focus further and try to develop a preliminary research question. For example, you might consider how the general feelings of a slave changed before and after the Civil War, or whether the representation of slaves in certain works tells us anything about America's (north/south) attitudes towards slavery or about slaves' lives, or about the ways slaves viewed themselves.*

ANNOTATED BIBLIOGRAPHY

Attach an Annotated Bibliography, consisting of condensed (not superficial) summaries of six to eight scholarly reference works, books, articles, and/or primary documents specifically pertinent to the topic. Give full bibliographic citations for each source. Annotations identify the writer's purpose, central question or problem, main argument, and note the kind of evidence or strategy used to arrive at that conclusion. Indicate the applicability of each work to the research. This bibliography will eventually become part of the thesis proposal, namely the review of scholarly literature. Therefore choose relevant and seminal works.

ADVISOR SELECTION

During the spring semester of the junior year, the Honors student will enroll in Junior Colloquium or Course Contract a course in the major for

the Junior Colloquium requirement. This is a great time for the student to ask a department faculty member to serve as an advisor for the senior year. The first step in selecting an advisor is to make an appointment with one or more faculty members who have some familiarity with the field, period, tradition, or topic the student proposes to investigate. The student should talk over their ideas with the faculty member and discuss the project. A student may go to several faculty members to discuss the project but must single out one as the primary advisor. That faculty member should be available to oversee the thesis process throughout the student's senior year. Seniors' theses are read and evaluated by two readers, one of whom is the thesis advisor and another faculty member who is familiar with the subject matter and selected by the student.

CONTENT OF PROPOSAL

A proposal develops and formalizes the ideas and work the student completed in the pre-proposal. A strong proposal identifies the value of the project and reflects the program's guidelines for research in the field. The proposal should be about 2-3 pages, and should include the following:

The thesis proposal should include:

1. **STATEMENT:** A clear statement of the problem proposed for study and the specific research question(s) to be addressed.
2. **SCHOLARLY LITERATURE:** Discussion of relevant scholarly literatures. The proposal should demonstrate clearly that germane scholarship has been reviewed. The student should include brief discussions of the most useful accounts of the issue, major disagreements or outstanding questions in the literature, or how the student's questions fit into the existing literature.
3. **METHODOLOGY:** Detailed discussion of the methodology, explaining the suitability of the methods to the research problem. What analytical approach will the researcher use to examine the topic? How will this approach help best to address the research questions and primary material selected?
4. **BIBLIOGRAPHY:** a tentative works cited list of relevant literature

THESIS

The length of the thesis is approximately 25 pages (that is, about 7,500 words, double spaced using as 12 point font). This length refers to the preliminaries (e.g. introduction) and the main text and excludes endnotes, appendices, and bibliography.

Style: A student shall discuss with their advisor which academic style of citation and notation is most appropriate for their thesis, as this will differ according to academic subfield.

Format:

- Typed, double spaced on 8.5 x 11 inch paper
- Margins should be 1.5 inches on the left, and 1 inch on right, top, and bottom.
- Footnotes or endnotes (single spaced, though double space between each note). Footnotes are often in small font than the main text. Endnotes should be 12 point.
- All pages should be numbered. Preliminary matters should be numbered with Roman numerals, and the remainder, beginning with the first page of the introduction and continuing to the last page of the bibliography should use Arabic numerals.
- You must include a title page, a table of contents, and a bibliography
- Optional elements (often included by seniors but not required) include acknowledgments, chapter titles and subdivisions, a list of illustrations, preface, and appendices.

The title page should conform to the following model:

[Title]

A senior thesis Presented

By

[Full name of author]

to

The Department of [Name of Department]

in partial fulfillment of the
requirements for the major in [major]
for Livingstone College Honors Program
[month, year of submission of thesis]

Copies and binding: Students must submit two copies of their thesis, one to each reader. The copies should be bound separately. Velo binding with a clear vinyl cover is recommended. The author's name and the title of the thesis should be visible on the front of each bound thesis.

Place and date of submission: Two copies of the thesis should be *hand delivered* on the specified date in March, one to the advisor and one to the second reader. The thesis deadline is a firm one. Missing it will have an impact on the student's final grade in HON 430.

Some final pointers and pieces of advice:

- Carefully proofread your final thesis before copying. In fact, have another pair of eyes – a roommate or good friend – proofread it as well. The author is often so familiar with the text they can miss typos, etc.
- Check for consistency in spelling, abbreviations, citations, and transliteration of foreign words
- Check to make sure that all sources, both cited and paraphrased, are properly acknowledged and make sure the quotations are correctly formatted
- Be sure to have adequate paper, toner, and ink to print out the thesis
- Allow time for computer-related snafus during the final printing. Mangled discs, broken printers, and other computer-related excuses are unacceptable in accounting for late theses.

THESIS TIMELINE

1. During spring semester of the student's Junior year, the Honors Director will distribute information to all Honors juniors about the senior thesis. (March)
2. In April, Honors students talk with individual department faculty members to identify a thesis advisor.
3. Students/advisors begin to focus on a topic.
4. Faculty will reconfirm with students about any work to be completed over the summer.

Fall, Senior Year

5. **Second week of classes: students reconfirm intent with faculty:** during the drop/add period, a student must reconfirm their commitment to a thesis and meet at the end of the second week to work out the schedule for meetings and readings (including a rough written schedule); any remaining books are ordered.
6. **Second Monday in September** student submits Pre-Proposal to thesis advisor
7. **End of October:** students present brief descriptions of their topic to the department for feedback and guidance.
8. **In early November students pre-register** for HON 430
9. **November 15:** first draft of thesis proposal due to advisor. The proposal should sketch out the following:
 - i) The problem, issue, or theme the thesis will explore.
 - ii) Situate the thesis in terms of scholarly work on the subject.
 - iii) Explain why this problem, issue, or theme is important and what about the thesis will add to the understanding of this problem, issue, or theme.
 - iv) How the thesis will explore this problem, issue, or theme (introduction to methodology)
 - v) What the form of the final project will be.
 - vi) Explain how the thesis will approach the topic step-by-step using (i) and (iii) as a guide and taking care to explain what each section does and how each section compliments the one before and after it in terms of building the argument.
 - vii) Timeline for completion, allowing time for multiple drafts
 - viii) Primary and Secondary sources of bibliography, annotated to show how each source informs the argument of the thesis.
11. **Monday before Thanksgiving:** revised proposal due to advisor; revision process continues.
12. **December 1: final thesis proposal** (including bibliography) **due to advisor and second reader.**
13. **December 1-10: department meeting** to discuss, approve/reject, and provide feedback on thesis proposals.
14. After approval of proposal, advisor meets with student to convey the faculty's suggestions and to map out the work to be completed during January break.
15. **January** students work on theses and enjoy it immensely©

Spring, Senior Year—Students enroll in HON 430

16. **First week of classes:** faculty meet with students to discuss work completed in January and to plan the writing schedule.
17. **Second week:** develop a written schedule of due dates for drafts, revisions, and final drafts of chapters; perhaps a revised proposal topic or even a draft of the introduction to the thesis is due.
18. **By the third week, the advisor confers informally with Director** about the progress and prospect of the thesis.
19. **Weekly (perhaps bi-weekly) meetings** to discuss drafts and revisions of chapters.
20. Discussion of architectonic of the thesis, transitions between chapters, thesis statement, introduction, conclusion, and scholarly form.
21. **Monday before spring vacation**--draft of substantial chunk of the thesis, including introduction and thesis statement is due to the advisor; faculty return draft to student before vacation and discuss the work that will be completed during vacation.
22. **Second Monday after vacation: complete draft due to advisor;** advisor gives progress report to the Honors Director. If a complete draft has not been turned in at this time, the advisor and Honors Director discuss how to proceed, such as sending an unsatisfactory work notice to the student, and talking with the student, etc.
23. **Second Thursday after vacation;** advisor and second reader (and any other interested faculty) meet so the student may present a report about their thesis. Advisors discuss with students how they will completed their final thesis presentations.
24. Within a week after the reports, the advisor confers informally with the second reader and Honors Director about the student's progress. Advisors alert students about the deadline and plan a realistic schedule for meeting it.
25. The third Thursday in April is the absolute deadline for a final version of the thesis to be due to the advisor for final review (advisors may set an earlier deadline).
26. ****No changes (in form or content) may be made to the thesis after the presentation.**

27. The presentation (held at a designated time on Reading Day) can take the form of either reading selected sections of the thesis or of presenting a synopsis of the main points and arguments. The presentation will be followed by discussion during which students will be expected to reply to questions and objections. Though not a defense in the strict sense that the grade of the thesis will depend on it, the presentation is considered an indispensable part of the senior thesis experience.

**** The Advisor advertises** and invites departmental faculty, majors, and minors to thesis presentations.

The Senior Honors Thesis must contain original research from the student. Students are expected to produce some new insights on the topic investigated. Guidelines of responsible research must be followed (e.g. using reputable sources, citing all sources, and never plagiarizing). No thesis containing plagiarized content will receive credit, and the student will not graduate with Honors. Students conducting research with human subjects must receive approval through Livingstone College's Institutional Review Board.

Ultimately, the Honors Senior Thesis represents an in-depth, capstone experience designed to provide Honors Program students with opportunities to develop a deeper knowledge of their major discipline, a closer intellectual interaction with faculty, and more complete preparation for their career goals. Be sure to enjoy the process.