

## Honors Policy

To take a course for Honors credit the following procedure must be followed.

### Expectations

Taking any of my courses for honors will require the student to write a review article of a topic related to the course content. The paper should be no shorter than fifteen pages of text and a cited references section with no less than 20 peer reviewed sources cited. The paper must be **submitted to me one week before finals week begin**. I then report completion of the honors contract to the Honors Office.

### Formal Procedure (Honors Contract)

There is a formal procedure for getting honors credit in a course. Students taking any of my course as honors are required to submit the proper paper work to the honors office (Cafaro Hall). Forms are obtained from this office. Before the student can complete this paper work the student has to submit to me for approval a paper title and brief description of the topic. In description the student is to state the approximate paper length, content, due date and how the topic relates the any of the content in the course. This should be submitted to me in an **MS Word document**, along with the form. The MS Word document can be attached to an e-mail or handed to me on a floppy disk. When I approve this paper I will complete my portion of the form and submit it to the Honors Office. If you need to discuss the proposed paper before filling out this paper work please contact me as soon as possible at the beginning of the course.