

# The University Honors Program

The University of Tennessee  
at Chattanooga



## A Handbook for UHON Students

Revised 7/08

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## PREFACE

It's a good thing to be an honors student at UTC. Instead of completing the university's mandatory general education survey classes, you get to take small seminars customized for bright students and taught by some of UTC's finest professors. You have access to special scholarships, stipends to spend on cultural events, and access to low-cost travel and study abroad. You have a staff dedicated to your welfare and success, and superior advisement and registration opportunities. You also have exclusive 24-hour admission to some of the finest facilities available to honors students anywhere in the country.

With these advantages come some expectations of responsibility on your part. To help you take maximum advantage of your opportunities, and to understand exactly what is expected of you, the UHON Program staff has written this handbook. We urge you to read it thoroughly and to ask questions about any parts you do not understand. You will be held responsible for knowing it well.

By their very nature handbooks tend to be authoritative and full of rules—and this one is no exception. Still, the UHON staff hopes you find it helpful, maybe even interesting in parts. Yes, we have to lay down some laws to help us all get along. Our aim, though, is to create within the UHON Program an environment you will find nurturing, supportive, stimulating, and comfortable. Long after you have become an alumnus of the Program, we want you to recall your years with us as some of the best of your life.

Like everything we ask you to read in the UHON Program, we want you to read this handbook critically. If you see any way to improve its content, please let us know.

## IMPORTANT CONTACTS

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## Web Sites

*University Honors Program Website:* <http://www.utc.edu/univhon>  
*University Honors Program "UTC Online" Community:* <http://utconline.utc.edu> (login with UTC ID)

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## THE GOALS OF THE UHON PROGRAM

The University Honors Program has four essential goals:

1. To recruit unusually gifted and academically-minded students to attend the University of Tennessee at Chattanooga.
2. To retain these students by providing an atmosphere, both academic and social, that encourages them to develop their capacities for intellectual, moral, and social leadership.
3. To foster in these students a community of scholars who can benefit from each other's work and who can provide the University with new ideas and ways to excellence.
4. To prepare these students for life beyond UTC, offering them the advice, training, and encouragement necessary to help them succeed professionally, intellectually, and emotionally.

In order to achieve these goals, the program provides its students with the following benefits:

- A specialized general education curriculum tailored to their talents and needs.
- An integrated program of social, university, and community service activities.
- A personal advisement system that enables each student to derive the greatest benefits from the University's resources.
- Access to an exclusive reading room, computer lab, and honors housing.
- Membership in a highly visible and respected group of students.

We seek students who...

- Pursue wisdom by attempting to see things through the eyes of others.
- Are interested in improving the self in order to be of service to others.
- Have an inner voice, yet are also sensitive and concerned for others.
- Care more for learning about the self than in preparing for a particular vocation.
- Enjoy learning both individually and as a member of a team.
- Are inquisitive by nature and willing to take intellectual risks.
- Like to explore the world both through text and on foot.
- Are capable of making sense of both qualitative and quantitative data.
- Enjoy a good challenge.
- Have the confidence necessary to compete, but the ability to accept both criticism and praise with grace.
- Know how to take direction and are willing to do whatever is required of honors students.
- Always have a positive outlook on life and an ability to transfer this attitude to others.

### Associate Honors Scholars

Current UTC students who are academically motivated, and yet were not initially recruited into the UHON Program, may apply for membership as Associate Honors Scholars. Associates enjoy most of the benefits of the other UHON students, including admission to UHON courses, early registration for classes, access to the Reading Room, and a modest stipend to spend on productions by the Chattanooga Symphony and Opera Company and the UTC fine arts programs.

## THE UHON AGREEMENT: A CODE OF CONDUCT

As a requirement of your admission to the University Honors Program you obligated yourself to adhere to codes specific to members of an elite group of students at UTC. These eight codes need some elaboration.

1. *I will maintain at least a 3.5 cumulative grade point average while earning a minimum of 24 credit hours during each academic year. In addition, I will fulfill course requirements for the*

*UHON curriculum as directed by my UHON advisor. Generally, this includes completing at least two UHON courses per academic year. I acknowledge that a minimum GPA of 3.5 is required to successfully complete and graduate from the UHON Program.*

University Honors students need to make 'A's, and lots of them. For every credit hour of 'B' received you will need one credit hour of 'A' to maintain your GPA requirement; for every hour of 'C' you will need NINE hours of 'A.' If you do trip up, you will receive a dire letter from the Director informing you that you will be put on "probation" for one semester. Probation isn't so bad, actually; you will retain your UHON scholarship funding and access to the Reading Room, but you won't be eligible to serve on UHON Council or as a UHON Student Assistant, and you can't apply for an Odyssey Grant (see page ). If you cannot raise your GPA to 3.5 after that one semester of probation, you will be put on "suspension." This is more serious; you will lose your access to the Reading Room, forfeit any scholarship money you may have coming to you as a UHON student, and forget about collecting your cultural stipend (see below). During your semester of suspension, you will be permitted to enroll in UHON courses only with permission of the UHON Director. If after your semester of suspension you still don't have a 3.5, you will be permanently dismissed from the program. Of course if you do manage to raise your GPA to 3.5 by the end of your semester of suspension, your UHON benefits will be immediately reinstated.

The single exception to all of this is for first-semester freshmen. We recognize that the transition to college life and work is sometimes difficult, maybe even overwhelming. For this reason, freshmen are required to post a minimum 3.0 GPA in their first semester at UTC, and a minimum 3.5 by the end of their second semester. If a freshman has not achieved a 3.0 in the first semester, that student will be put on probation. Any freshman earning less than a 3.5 will be required to meet with a UHON advisor at the beginning of the second semester to discuss academic standing and carefully plan the second semester's work. If a freshman has not achieved a 3.5 GPA by the end of the second semester, that student will be put on probation for the following term (or suspension, if they are already on probation). Suspension (or dismissal) will follow if the standard is not met by the end of the third semester.

- 2. I agree to act at all times in a manner befitting a member of a prestigious, select, honorable group of students. Specifically, I will not steal, cheat, plagiarize, or do anything that would bring dishonor to myself or to the UHON Program.*

It is expected that UHON students are not just good students, but people of good character and good judgment. They are courteous and respectful of others, scrupulously law-abiding, and smart enough to avoid getting themselves into degrading situations. Painful as it is to recall, UHON students have been expelled from the program in the past for using illegal drugs and for stealing ideas not their own. An honors program simply cannot tolerate members who act dishonorably, on campus or off.

- 3. I will abide by the rules of conduct for all UTC students set forth in the UTC Student Handbook, published by the UTC Division of Student Development (available online at <http://www.utc.edu/Administration/StudentDevelopment/forms/rightsandresponsibilities.pdf>.) Furthermore, I will abide by all rules for UHON students as determined by the UHON Program staff and Council, and detailed in the UHON Handbook (available online at <http://www.utc.edu/Administration/UniversityHonors/handbook.pdf>).*

Be sure to read both of these documents very carefully. The University particularly looks to its UHON students to adhere strictly to the general systems and codes, and the UHON staff looks to its students to abide by its rules and those of the UHON Council. More information about those rules and the Council will be found below.

- 4. I agree either to complete a departmental honors project or to enroll in at least one semester of approved study overseas and one semester of independent research in my major department.*

Every UHON student must either complete a Departmental Honors (DHON) project or spend at least one semester studying abroad. Honors students are encouraged, though not required, to do both.

Since there is a separate handbook for DHON work, there is no need to go into detail here. Just note generally that in most cases you'll work on your DHON project during your senior year, and be registered for the appropriate 495 (departmental honors) classes in your department. Students who choose to delay 495 beyond the 7th semester will not receive the final two semesters of a UHON scholarship until they are enrolled in 495. Students in certain pre-professional programs like Education and Physical Therapy must begin their DHON projects during their JUNIOR year. Note that in addition to the 3.5 minimum GPA required for good standing in the UHON Program, students must also have a 3.5 GPA in the major to qualify for departmental honors. See the *DHON Handbook* for details.

If you choose to study abroad instead of completing a DHON project, you must select a program that is approved both by the Office of International Programs and the UHON Director. You must also take at least one 3-hour 497 or 498 (independent research) class in your desired major during your junior or senior year. For more about this option see page 11.

5. *I agree to participate annually in at least one of the social and/or community service projects sponsored by the UHON Council. I also agree to participate actively on at least one committee of the UHON Council.*

As a UHON student you are expected to be a leader on campus – active in student organizations like the *Echo* newspaper staff, the Student Government Association, or any of UTC's 100+ special interest and departmental organizations. You are also expected to be a good citizen, willing to do occasional volunteer work. The UHON Program makes such opportunities easily available; just watch for announcements from your UHON Council representatives. Also, as a UHON student you're expected to contribute to our community through committee work of the UHON Council. See page 13 for more information about the Council.

- 6 *I agree to attend all general UHON meetings and honors studies classes. If I cannot attend a meeting, I will provide a written excuse to the Director prior to the meeting.*

It is crucial that you attend all general and class meetings of the UHON students. That's when you will hear important (sometimes life-changing) announcements. Do not take these meetings lightly; since UHON 100, 200, 300 and 400 are academic classes for which you will receive a grade, there are very few acceptable excuses for absence. See page 7 for more on the honors studies classes.

7. *I agree to do my part in maintaining the tidiness and order of the UHON Reading Room and computer lab.*

Since the UHON Reading Room and Computer Lab are communal spaces, we cannot afford to let them fill with student detritus. Neither can we allow ourselves to be unruly in these rooms. The space is not only used for quiet study, it is adjacent to some upstairs classrooms and offices.

8. *I agree to participate willingly in efforts organized by the UHON staff to recruit and orient new UHON students. This may entail serving as dorm host, mentor and/or advisor for future candidates and students.*

Each winter we will have to call upon those UHON students living on campus to help accommodate prospective students for the next class of UHON freshmen. When the UHON staff asks you to serve as a host, remember your pledge. Besides, being a dorm host can be fun.

## **Dismissal and Appeals**

It's rare, but it happens: an honors student will violate the code of conduct to such a degree that the Director will have to "ask" that student to withdraw from the Program. In the past, all students in this situation have known what was coming and have accepted the consequences of their actions. However, the UHON staff can foresee a situation where a dismissed student might fail to understand or agree with the verdict of the Director. In this instance the student has the right to an appeal. The procedure is as follows:

- The student will write a note to the Director requesting an appeal.
- Within one week of receipt of that note, the Director will form an appeals committee. This committee will consist of two UHON faculty members selected by the Director, two representatives from the UHON Council selected by the student in question, and the President of the UHON Council.
- Within one week of the selection of the committee, the five-member committee will convene to hear the case. (It will be the responsibility of the UHON staff to reserve a room for this event and to schedule the meeting.)
- The hearings themselves will proceed as follows:
  1. The Director will use no more than 10 minutes to defend the decision to dismiss the student. The committee has the right to question the Director during this time.
  2. The student will have no more than 10 minutes to present his or her side of the case. The committee has the right to question the student during this time.
  3. The Director will then have five minutes to counter the student's remarks.
  4. The student will then have five minutes to counter the Director's remarks.
  5. The committee will then vote on the matter, with the President of the UHON Council serving as the Chair of the appeals committee.

If the appeals committee finds in favor of the student, the dismissal will be reversed and the student reinstated in the Program. Unless the student is found by the Director to be in any additional violations of the code, the student will be free of further threats of dismissal. Of course if the committee finds in favor of the Director, the dismissal will stand.

## THE UHON CURRICULUM

### The Courses (and what you should learn)

During the freshman year, all UHON students take **UHON 101 and 102 - Humanities**. Together these two six-hour classes make up the core of the program. Here is where you will learn to write and think on your feet. You will delve into areas of philosophy, literature, aesthetics, religion, ethics—indeed all the humanities. To a large extent this is a Great Books course, a place where you will likely encounter texts by Homer, Plato, Dante, and Shakespeare, as well as important works by more contemporary authors. You will write about four papers in each class, and probably re-write more than one of them. The emphasis here is on getting you to think logically yet expansively, with the ultimate objective of empowering you to succeed in all your other courses, whatever your field of interest.

You will choose two of four Fine Arts courses usually taken in the freshman or sophomore year (**UHON 103-Music History and Aesthetics, UHON 104-Introduction to Art, UHON 105-Introduction to Theatre, UHON 106-Introduction to Film Studies**). These courses are designed to satisfy your interest in the cultural artifacts of humanity: great drama, music, and visual and cinematic art. We are not trying to make you into painters, cellists, or directors; rather, we are trying to enhance your appreciation of the fine arts. We want you to attend concerts, plays, films, and museums (some of the finer things in life) and know what is going on. It's part of becoming a cultivated citizen-scholar.

The aim of **UHON 120-Development of Scientific Thought** is to introduce you to some of the major issues and principles in science, both ancient and modern. Here you will learn to connect discoveries among the sciences and to understand these discoveries in their social and historical contexts. Students of the humanities will appreciate the text-based approach to the course, while the scientists among us will discover aspects of their disciplines usually not considered in the laboratory.

Typically taken during the sophomore year, **UHON 214-Classical and Medieval Thought** provides a survey of historical and political concepts developed during antiquity and the Middle Ages. Debates and discussions characterize a class designed to examine the writings of historians and politicians from Herodotus to Machiavelli. The objective is not just to familiarize you with these important figures, but also to improve your powers of critical analysis and communication.

To help expand your knowledge of the world, you must take at least one of four cultural perspective

courses: **UHON 216-Traditions of Latin America, UHON 217-Chinese and Japanese Traditions, UHON 218-Traditions of India** and **UHON 219-Africa Through Its Literature**. You will be reading primary texts in these courses for the most part, rather than text books. And you will be encouraged to compare your own life experiences and traditions with those of others from around the world.

During the junior or senior year you will take **UHON 315-Origins of the Social Sciences** and **UHON 317-Issues in Contemporary Social Science**, where you will study great thinkers from Descartes to Levi-Strauss in an effort to understand the foundations of contemporary social science and to explore some of today's most important social structures and institutions. How we think, how we view ourselves and our world, has been influenced by figures like Locke, Marx, and Freud. UHON 315 and 317 will help you see the underpinnings of the modern mind, your own included.

In your senior year you will focus on **495-Departmental Honors**, a year long, four credit hour course that will give you the chance to work on a Departmental Honors Project with a favorite professor. Such work will provide you with the sort of experience you will likely confront in graduate school or in professional training. The result should be a project of which you are extremely proud—the culmination of your undergraduate education.

Each semester you will be required to take a UHON seminar appropriate to your class level (**100r, 200r, 300r, or 400r**). These seminars are designed to address topics of particular interest to you at various stages of your academic career. Examples of activities include special lectures, presentations regarding DHON preparation, information on opportunities for study abroad, internships and post-graduate work. While these classes do not contribute hours toward your degree, you will receive a grade each term (“Satisfactory” or “No Credit”).

### **Philosophy of the Curriculum**

Some students have wondered why the UHON Program doesn't require more courses in math and the natural sciences. Why all the emphasis on qualitative and not quantitative thinking?

Simply put, time and our alumni have shown that the UHON Program at UTC, with its stress on exploring the nature and methods of thought itself, provides an effective foundation for understanding and analyzing information in any field, whether text-based or numbers-based. Proof of this comes to us in many ways, though the UHON students who go on to medical schools offer the most compelling evidence. Year after year these alumni report that the strong humanities/social science slant of the UHON Program actually prepared them better for medical school than a typical pre-medical education. Our medical alumni are constantly impressed by how much more they seem to know about the world compared to their colleagues, a knowledge they attribute to the skills and perceptions they acquired in their UHON classes. They feel they are better doctors, better human beings, because they have been so grounded in issues of ethics, the fine arts, literary analysis—the stuff of the world. The quantitative material, the body of knowledge necessary to be a physician, these alumni received in their major fields and at medical school. But the knowledge that makes these alumni different, better able to treat their patients, they attribute to their UHON education. The story is similar for our students in engineering, nursing, business, and physical therapy.

The curriculum is designed to help you see, think, and draw connections. And these are skills that you can take with you, and benefit from, no matter where you end up.

### **The Relationship Between the UTC General Education Curriculum and the UHON Curriculum**

The UHON curriculum is intended to replace most of UTC's general education courses, required of all students. This means the UHON students don't take extra courses, just different ones. Eventually we hope to offer a specialized honors curriculum that replaces ALL regular general education requirements. Until then, UHON students must seek to fulfill their lab science, math, and statistics requirements outside the Honors Program. The following table illustrates specifically what UHON classes fulfill which general education components.

UTC's GENERAL EDUCATION CATEGORIES	REQUIRED UHON COURSES
<p><b>1. RC: Rhetoric &amp; Composition I &amp; II</b> (6 hours)</p> <ul style="list-style-type: none"> <li>• <i>Rhetoric &amp; Composition I</i> (3 hours)</li> <li>• <i>Rhetoric &amp; Composition II</i> (3 hours)</li> </ul>	<ul style="list-style-type: none"> <li>• UHON 101–Humanities I (6 hours)<sup>1</sup></li> <li>• UHON 102–Humanities II (6 hours)<sup>1</sup></li> </ul>
<p><b>2. Mathematics &amp; Statistics</b> (6 hours)</p> <ul style="list-style-type: none"> <li>• <i>MA: Mathematics</i> (3 hours)</li> <li>• <i>ST: Statistics</i> (3 hours)</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Gen Ed certified non-UHON Math course</i> (3 hours)</li> <li>• <i>Gen Ed certified non-UHON Statistics course</i> (3 hours)</li> </ul>
<p><b>3. Natural Sciences</b> (7–8 hours)</p> <ul style="list-style-type: none"> <li>• <i>SL: Natural Sciences Lab Course</i> (4 hours)</li> <li>• <i>NS: Natural Science Non-Lab Course</i> (3 hours)</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Gen Ed certified non-UHON Lab Science course</i> (4 hours)</li> <li>• UHON 120–Development of Scientific Thought (3 hours)</li> </ul>
<p><b>4. Humanities &amp; Fine Arts; Cultures &amp; Civilizations</b> (15 hours)</p> <ul style="list-style-type: none"> <li>• <i>HU: Humanities</i> (0–3 hours)</li> <li>• <i>FA: Fine Arts</i> (3–6 hours)</li>   <li>• <i>WH: Western Humanities I</i> (3 hours) <i>Western Humanities II</i> (3 hours)</li> <li>• <i>NW: Non-Western Cultures &amp; Civilizations</i> (3 hours)</li> </ul>	<ul style="list-style-type: none"> <li>• UHON 214–Classical &amp; Medieval Thought (3 hours)</li> <li>• <i>CHOOSE 4–6 HOURS FROM:</i> <ul style="list-style-type: none"> <li>○ UHON 103–Music &amp; Aesthetics (3 hours)</li> <li>○ UHON 104–Introduction to Art (3 hours)</li> <li>○ UHON 105–Introduction to the Theatre (3 hours)</li> <li>○ UHON 106–Film Studies (3 hours)</li> <li>○ UHON 199–Special Projects: Travel Seminar (1–3 hours)</li> </ul> </li> <li>• UHON 101–Writing &amp; Humanities I (6 hours)<sup>2</sup></li> <li>• UHON 102–Writing &amp; Humanities II (6 hours)<sup>2</sup></li> <li>• <i>CHOOSE 3 HOURS FROM:</i> <ul style="list-style-type: none"> <li>○ UHON 216–Traditions of Latin America (3 hours)</li> <li>○ UHON 217–Chinese &amp; Japanese Traditions (3 hours)</li> <li>○ UHON 218–Traditions of India (3 hours)</li> <li>○ UHON 219–Africa Through Its Literature (3 hours)</li> </ul> </li> </ul>
<p><b>5. SS: Behavioral &amp; Social Sciences</b> (6 hours)</p>	<ul style="list-style-type: none"> <li>• UHON 315–Origins of the Social Sciences (3 hours)</li> <li>• UHON 317–Issues in Contemporary Social Science (3 hours)</li> </ul>

All UHON students must also complete a departmental honors project in at least one of their major fields of study (4 hours) or an independent research project integrated with a study abroad experience.

<sup>1</sup> UHON 101 and 102 are 6 hours each. 3 hours from each course are used to fulfill the Rhetoric and Composition requirement.

<sup>2</sup> UHON 101 and 102 are 6 hours each. 3 hours from each course are used to fulfill the Western Humanities requirement.

## UHON BENEFITS

### The Cultural Stipend: How the System Works

Each UHON student in good standing receives \$50.00 per year for approved cultural events. This stipend is intended to provide an enrichment to the liberal arts education provided by the UHON curriculum, and we hope you will use it to explore cultural opportunities you might not experience otherwise. No one should graduate from the UHON Program without having seen a live symphony concert or play. Although we hope you will be entertained by the events you attend, this stipend is not intended to pay for your routine entertainment. You may purchase one ticket per event on your stipend account, and you may not use more than \$15 of your stipend for any single event unless you get prior approval from the UHON Director. Only the events listed below are acceptable for the cultural stipend. You must follow the instructions exactly because of University accounting procedures.

#### On Campus:

*The Dorothy Patten Fine Arts Series, UTC Theatre Department and Music Department Performances, and the Chattanooga Conference on Southern Literature.* Go to the Fine Arts Center box office to get your ticket, tell the cashier that it is to be charged to the UHON Program and show your ID. The cashier will ask you to sign a form and you will be given a ticket. The ticket will then be charged to our account. Do not pay for your ticket. If you do, we can't get your money back.

#### Off Campus:

*Chattanooga Symphony and Opera Performances, Special Exhibits at The Hunter Museum of American Art, and other pre-approved events.* You will need to purchase your own ticket for these performances and submit the ticket stub to the UHON Office. We will process the necessary paperwork to obtain your refund from the Bursar's Office and email you when your money is ready to be picked up in the UHON office. This process usually takes a couple of weeks.

*Independent Film Series:* Your stipend may also be used to attend films at the Bijou Theater that are part of the Independent Film Series sponsored by the Arts and Education Council. Discount tickets for the Bijou must be purchased at the University Center Ticket Office. You will receive a voucher that you must present at the Bijou box office in exchange for a ticket. Be sure to save your ticket stub showing the title of the film—you must submit it to the UHON Office to obtain a refund. If you choose to pay full price for a ticket at the Bijou box office, your refund will not exceed the cost of a discount ticket.

Note: All ticket stubs must show the title, date and cost of the event. Remember that your allowance is \$50 PER YEAR, and you are entitled to a maximum \$15 for one ticket per event. If your charges exceed this amount you will be issued a nasty letter, and bad things will happen to you until you reimburse UHON for the extra tickets or the excess amount.

### Academic Advisement and Registration

To increase the chance that incoming UHON freshmen will be admitted to their preferred classes, they are advised by the UHON staff two months before the beginning of classes in the Fall. All other UHON students are advised one week before the regular UTC advisement/registration dates. The UHON staff will spend at least thirty minutes with each freshman to discuss academic options and expectations. Sophomores, Juniors and Seniors are encouraged to seek advice from their major departments first and then to drop off their registration forms (signed by their departmental advisors) at the UHON office to assure prompt registration. The UHON staff will check all registration forms to insure necessary classes are taken when they should be taken. (UHON priority registration must be done with signed paper forms; you cannot perform any registration functions yourself through the online system until after your registration time, as assigned by the university registrar.) You are also encouraged, whatever your level, to discuss your schedule with the UHON staff at any time. Any member of the staff can also provide you with your advisement code, which will allow you to modify your academic schedule via the Internet.

## **UHON Student Assistantship Program**

Each semester the Student Assistant Program matches UTC faculty members with UHON students to serve as research assistants on scholarly research and community engagement projects. Faculty members benefit from having unusually capable help with their work, while honors students benefit from working closely with UTC faculty members on significant projects. In fact, this is a pretty rare experience for undergraduate students around the country; most universities rely on graduate students for these kind of assistantships. It's much better than a typical part-time job, since it can actually advance your academic career.

Here's how the program works:

At the start of each term, the UHON Program solicits project/assistantship proposals from UTC faculty members. UHON students have an opportunity to review those proposals and apply to become assistants on the projects that interest them. The UHON staff then matches students with faculty members/projects. Assistantships pay \$10 per hour for up to 100 hours of work each semester.

## **Travel**

Every year the UHON Program sponsors a trip to a foreign land. Usually held in May, the trips are limited to about two dozen students. Since we fly to our destinations, stay at decent hotels, and visit expensive places, the UHON Program cannot afford the entire cost for each student. Generally students who wish to travel pay about \$1800 toward the trip cost. These are great trips at a great price. Try to go on as many as you can during your four years with us.

## **Odyssey Grants**

Odyssey Grants are awarded to UHON students pursuing an unusually enriching academic experience that takes them away from UTC: a period of study abroad or at a distant domestic university, for example, or an academic internship outside of the Chattanooga area. The grants help defray some of the extra cost of such pursuits, encouraging you to challenge yourself and make your mark in the broader world. Grant awards may range from \$250 to \$1,000. Applicants must be students in good standing in the University Honors Program at the time of their application and during the period for which the grant is awarded; they must also be enrolled in a program of study approved by UTC and the UHON Program for the period of the grant award.

## **STUDY ABROAD AND OTHER EXCHANGES**

### **International Exchange**

The University offers a wide range of opportunities for students to study abroad while earning academic credit. Through the University's membership in the International Student Exchange Program (ISEP) and the Council on International Educational Exchange (CIEE), UTC students may participate in special exchange programs of a semester or more throughout the world. UTC's membership in The Cooperative Center for Study Abroad (CCSA) allows our students to study in Australia, England, Scotland, Ireland, and New Zealand. Classes in CCSA are taught by faculty from UTC and other CCSA-member colleges and universities. UTC also offers students several exchange opportunities with foreign universities who have signed a bilateral exchange agreement with UTC, including Masaryk University in Brno, Haifa University in Israel, Lulea University in Sweden, and Nagoya University of Foreign Studies in Japan. Many students have also participated in programs outside of UTC's consortium, studying in Madagascar, Kenya, Costa Rica, Italy, Slovenia, Belize, Argentina,

Ghana, and elsewhere. Interested students should contact UTC's Office of International Programs. Call 423/425-4735, or email Mr. Hugh Prevost at [hugh-prevost@utc.edu](mailto:hugh-prevost@utc.edu).

Several questions always arise about study abroad:

1. Must I know a foreign language to study abroad?

Answer: Not every university that we work with requires that a student study in the native language of that country. Some may offer a variety of classes in English, but also offer you the chance to develop your knowledge of that country's language in university level classes that will count toward graduation at UTC. Other programs may require you to be proficient in the native language.

2. Can I use my financial aid and scholarship money for study abroad?

Answer: Yes, if you arrange your program through the Office of International Programs, have approval from your UHON advisors, your major advisor, and authorization from UTC's Financial Aid Office. We will assist you in this process.

3. What about my grades? How will they transfer to UTC?

Answer: Prior to leaving for study abroad you will meet with UHON advisors and your major advisors to agree, in writing, on what classes will fulfill the requirements for your major and degree. After you have completed your study abroad, you will submit your transcript from your foreign university to the Office of International Programs (not to the Records Office). The Office of International Programs will then send your transcript to your department head, who will evaluate it and suggest appropriate course equivalencies. The Office of International Programs will then insure that your credit is properly recorded on your UTC transcript.

4. When can I participate in a study abroad program? Can I even go my senior year?

Answer: Some programs will allow freshman participation. Some require that you be a junior. Yes, some are even open to seniors. UTC has waived the 24-hour residency rule for students on approved study abroad programs.

5. How long can I be away from UTC on a study abroad program?

Answer: It depends on the program. Some of our programs last only three to four weeks, some a semester, others a whole academic year. UTC will not, however, allow you to study more than one academic year in another country without returning to campus for at least one full semester in fall or spring (not just a summer).

6. If I choose to study abroad instead of completing a DHON Project, what must I consider?

Answer: First, there is really no substitute for completing a DHON Project, so even those who wish to study abroad should still consider doing DHON work. Nonetheless, studying abroad does give you the option to pass up departmental honors. There is more to this option than simply spending a semester overseas, however. You must also complete a 3-hour 497 or 498 independent research project in your major. This will still involve some DHON-style work with a chosen professor in your field, but without the need to craft a proposal for review by the DHON committee or to hold a formal defense of your project.

One disadvantage of this option, of course, is that you will not graduate with Departmental Honors in your major field. We find that a DHON Project and the resulting designation of

Departmental Honors is *extremely* helpful in securing admission to good graduate schools, and especially in landing assistantship and fellowship awards in graduate school.

## **Other Exchange Opportunities**

UTC is a member of the National Student Exchange (NSE) Program, giving UTC students the opportunity to study at one of the 150 other American colleges and universities participating in the NSE program. For the same price you'd pay to go to school at UTC, you could study at the University of Hawaii at Hilo, the University of Guam, The University of Massachusetts at Amherst, or even the University of the Virgin Islands. Majoring in Spanish? Maybe you'd like to study at one of a half dozen different universities in Puerto Rico. Want to study French? Perhaps you'd enjoy a semester at University of Maine at Fort Kent, which has a special cross registration program with Centre Universitaire in New Brunswick. Want to study computer science at another school but not go very far away? How about a year at Tennessee Tech? Many of these NSE schools have mature study abroad programs open to NSE students. And at least 88 of them also have honors programs that would welcome you, as a UHON student, into their ranks.

As with study abroad, your first contact to find out more about NSE is Hugh Prevost's office at 423/425-4735.

## **THE UHON FACILITIES**

### **Rules for the Reading Room**

1. Treat the space as you would your formal living room at home. We want you to be comfortable, but not messy, noisy, or discourteous to those who share the space or who have adjacent classes.
2. Just as your mother trained you, keep your shoes off the furniture. You are welcome to nap on the sofas, just be sure to remove your shoes.
3. Do not steal light bulbs from the lamps in the Reading Room. (Get a life.) If a bulb in a lamp goes out, please seek a replacement from the UHON office.
4. Do not lend your access card to anybody, especially non-UHONers.
5. You may invite non-UHON folks to share the Reading Room with you (e.g., for studying), but when you leave, they leave. Unauthorized inhabitants will be questioned about who let them in, and then be dismissed.
6. Never prop open the door to the Reading Room.
7. If you are the last one to leave, be sure to dim the overhead lights, turn off the table and floor lamps, close the door to the computer lab, and insure that all doors to the Reading Room are locked.
8. Do not treat the water cooler as your personal supply of bottled water. Don't use the cooler to refill large vessels; one cup at a time please.
9. Leave all bicycles outside the Reading Room chained to the outside of the hand-railing, or to the bike rack in front of the Guerry Center. Any bikes found inside the Reading Room may be summarily tossed out the door for anyone's taking.
10. Avoid moving the furniture. Most often it has been set up for a class or to enhance an environment of quiet study. Besides, pushing around the heavy sofas and tables will only scratch the floor and put you at risk for back pain and verbal abuse.
11. Before playing the piano, be sure that there isn't a class going on in the adjacent upstairs classroom, and that your playing will not disturb others studying in the Reading Room.

### **Rules for Pool Table Use**

The beautiful pool table that occupies one corner of the UHON Reading Room was crafted sometime between 1900 and 1915 by the Brunswick-Balke-Collander Company. The expert retained to install it

assures us that it is quite valuable. So, while it is certainly intended for pool-playing, some rules must govern its use:

1. Don't attempt to move the table - not even one millimeter. It has been professionally installed, and accurately shimmed and leveled. Moving it will upset this installation.
2. Don't sit on the table – not even a little, or just on the side. Again, it is not to be tampered with.
3. No food or drink on the table. (Obviously.) The only objects allowed on the table are pool balls and the ball rack.
4. Don't remove the equipment. The balls stay in the pockets, or neatly racked on the table. The cues stay in the wall rack. Nowhere else. And of course, nothing leaves the Reading Room.
5. Be respectful. With the wrong attitude, the table may become an attractive nuisance, so respect others in the Reading Room while playing. As with the TV, social conversation, etc., you must remember that the Reading Room's primary purpose is for quiet study. You may play, but ask studiers if it's okay first. You may play, but do so without a-hootin', a-hollerin', and like behaviors accompanying said play.
6. Be more mindful than ever of security. The entire set up creates a security risk for us. The cues, rack, balls, etc. can be stolen, the table can be vandalized. Even more reason *NEVER* to prop open doors to the Reading Room, and *NEVER* to let unknown people into the room. We must remain faithful stewards of this space and all it contains.

### **Rules for Computer Lab Use**

1. The computers have been installed with a security program. Do not endeavor to undermine this program; it has worked wonders in eliminating computer down-time.
2. Please do not save your files to the computer desktop. You should acquire a personal USB drive on which to save your papers and Internet downloads.
3. You will also need your own personal supply of paper to feed into the laser printer.
4. Do not tamper with the cables and hardware. It's set up the way we want it—please leave it alone.
5. Do not use the computers to download pornography or anything else that would be offensive to others in the room.
6. Students using the computers for academic work have priority over those who just wish to check their email. Students who wish to check their email have priority over students playing computer games. If you are not doing something serious with the computers be prepared to vacate your workstation at the first sign of a crowd.
6. Check your mailbox in the computer lab at least twice a week and do not let it become so stuffed that we cannot insert a flyer or two.
7. Do not leave books, papers, notebooks, or other items lying around at the computer stations. The lab can become cluttered very easily, so clean up your stuff. There is a recycling bin in which you can place unwanted paper.
8. Use headphones when listening to music or other sound files to avoid disturbing others.
9. Do not install your own cute pictures as the desktop wallpaper.

### **THE UHON STUDENT COUNCIL**

At the end of every Spring term rising UHON Seniors, Juniors, and Sophomores will elect representatives to the UHON Council. Freshmen will elect their representatives at the first General Meeting of the UHON Program each Fall. Each class elects four representatives; the Associate Honors Scholars and fifth-year students each elect one representative. The Council schedules a regular meeting date and time, usually meeting once each week. Its job is to organize the social and community service activities of the UHON Program and to serve as a liaison between the UHON students and staff. It also coordinates the activities of the various Council committees and organizes the UHON Program's attendance and participation at conferences sponsored by the National Collegiate Honors Council. Please see Appendix B for the Constitution of the UHON Council.

The committees of the UHON Student Council vary from year to year, but are typically formed to handle issues like academic and cultural affairs, social events, public relations, recruiting new UHON students, publications, and reading room maintenance. All UHON students are required to serve on at least one of these committees. Of course, your active participation in committee work is also required. Committee chairs will report meeting attendance to the Program Director; *if a UHON student is judged negligent in committee work, that student will have his or her UHON annual book stipend (\$500) suspended. If the negligence continues, other UHON funding may be withheld at the Director's discretion.*

Periodically the Council will call upon all UHON students to join various ad hoc committees. Look for those opportunities when they are posted on the UHON Blackboard community or on the doors to the Reading Room. Be ready to offer your help.

## **FINANCIAL INFORMATION**

### **Financial Aid**

UTC offers financial assistance to all qualified students on the basis of need and academic record. Four basic types of aid are available at UTC—scholarships, loans, grants, and employment.

### **Scholarships**

Most UHON students enjoy a four-year renewable scholarship. About 35-40 scholarships are awarded each year by the UHON Program to students invited to join the freshman class, including a stipend to help cover the cost of on-campus housing. The UHON Program staff will review your academic performance at the end of each term to determine your continued eligibility and will send you appropriate warning letters if your scholarship is in jeopardy (refer to "The UHON Agreement: A Code of Conduct" on page 4 for specific continuation criteria).

The UHON Program will fund a maximum of eight semesters of coursework. However, it is not uncommon for a student to take more than four years (8 semesters) to complete a degree. Should you decide in this case to delay your DHON project or study abroad research until your fifth year (semesters 9 and 10), you will not receive any UHON scholarship benefits during your fourth year (semesters 7 and 8). You will receive the final year of scholarship benefits during semesters 9 and 10, since you will be making satisfactory progress in the UHON Program during your fifth year instead. Your final two semesters of benefits will not be released until you have a proposal approved by the DHON Committee and register for the appropriate 495 class (refer to the *DHON Manual* for deadlines), or until you have registered for a 497 study abroad research project.

Non-UHON scholarships, such as the Chancellor's, Provost's, and Tennessee HOPE (Lottery), are awarded by the Financial Aid Office and carry specific continuation requirements that differ somewhat from those of the UHON scholarships. Your academic performance for Chancellor's and Provost's scholarships is reviewed only once each year, at the end of the Spring semester. Your performance for the Tennessee HOPE Scholarship is reviewed at specific credit hour check points. You will get no warning of imminent danger for non-UHON scholarships. It's up to you to understand and meet the requirements for renewal each year.

### **Loans**

In addition to any scholarships you may be awarded, you can apply for other types of financial assistance, including the Federal Unsubsidized Stafford Student Loan and the Federal Parent Loan for Undergraduate Students (PLUS). Financial need is not a factor in qualifying for either of these loans. The amount you can receive each year from the Stafford is based on your year in school. The PLUS allows your parents to borrow up to the total cost of attendance minus any other financial aid you receive.

Two types of loans are awarded based on need—the Subsidized Stafford Student Loan and the Federal Perkins Loan. Both are long-term, low interest loans. All loans, including those that are not based on need, require the submission of the Free Application For Federal Student Aid (FAFSA), which is available online, or from the Office of Financial Aid.

## Grants

All grants are awarded based on financial need and require the submission of the FAFSA to the Financial Aid Office. For information on grants, contact the UTC Financial Aid Office at (423) 425-4677, and visit their website at <http://www.utc.edu/FinancialAid/index.htm>

The priority deadline to receive full consideration for all need-based funds (grants, loans, or employment) is April 1 and requires the completion of the Free Application For Federal Student Aid (FAFSA). Application packets are available from the Office of Financial Aid.

## Employment

Federal Work-Study is a need-based program funded jointly by UTC and the federal government. Students with documented financial need work 10 to 20 hours a week on campus. These jobs offer a wide range of on-campus work experience. You must submit the FAFSA to be considered for this program.

Although most students don't qualify for the Federal Work-Study program, UHON students are often employed as tutors in the Math Lab or in the Athletics Department, and as consultants in the UTC Writing Center with varying rates of pay and work schedules. Also, even UHON students sometimes need tutoring, so we might ask you to help a fellow student who's struggling with a particular class. If you agree to a tutoring arrangement, we will pay you \$10 per hour for your services. You cannot, however, just decide you want to tutor other students; any arrangement must be approved by the UHON staff if you expect to be paid, and appropriate records must be kept.

Other departments or individual faculty members often post notices to the UTC Staff listserv seeking students to employ. We will forward those via UHON's UTC Online Community so you can make contact if you wish. This is another good reason to check your email daily.

## Fee Payment Procedures

Each semester you will receive a Mocs Express Statement from the Bursar's Office (by mail, and online in your MocsNet account) showing all charges and credits to your account and any balance due. Charges include:

- Tuition
- Program and service fees (e.g., activity fee, technology fee)
- Housing
- Meal plan
- Other financial holds you may have (such as a parking tickets, library fines, etc.)

Credits will include any of the following scholarships you have been awarded:

- UHON Program Scholarships (Brock, Koblentz, Yates, etc.)
- Housing Stipend, if appropriate
- UTC Scholarships (Chancellor's, Provost's)
- Tennessee HOPE Scholarship
- UT Alumni and Trustees' Scholarships
- Departmental Scholarships (such as awards from Music)
- Special scholarships awarded by UTC or private organizations (such as your parent's employer)
- Other financial aid (loans, grants, fee discounts)

- If your statement indicates you owe money, just write one check for tuition, housing, etc., or pay by credit card online or by phone.
- If you don't owe anything, you must confirm your attendance via email or through your MocsNet account by the deadline specified (see the Bursar's Office website <http://www.utc.edu/Administration/Bursar/> - for confirmation instructions).
- If UTC owes you money, your check will be available for you to pick up the day before classes begin. Even if you are due a refund, you must confirm your attendance with the Bursar's Office or your classes will be cancelled!

## **DANGERS, PITFALLS, AND STUFF TO AVOID**

### **Poor Time Management**

Young adults seem genetically engineered for late night activity and early morning worthlessness. If this is true of you, be sure to arrange your academic schedule to avoid 8:00 AM classes. You will probably not be able to get away with this for all four years here at UTC, but you can try.

To compensate for avoiding early morning classes, you'd better be wide awake for those late afternoon and evening classes. This means you will need plenty of sleep. We don't mean four or five hours of sleep a night; we mean seven or eight hours. To quote Robert Ludlum, "Sleep is a weapon. Arm yourself." All-nighters should be avoided since you will pay a price for them the next day (possibly on the very exam for which you stayed up all night studying).

One good way to insure that you get the sleep you need is to minimize non-academic work. Remember, all UHON students receive generous scholarships to help minimize your need for outside employment. If you need more money to support yourself, you might consider taking out a student loan. Debt is not bad if it is managed responsibly. And because of the low cost of an education at UTC you won't have all that much debt anyway relative to most students in this country. Think of it this way: you can borrow money from a bank to underwrite your studies and proper rest—supposedly your top priorities—or you can steal time from your top-priority studies to work at a job. Which makes more sense?

If you do take on a job, you'll want to think carefully about the amount of time you can work without doing damage to your academics. Try to remain flexible about the number of hours you work per week; you should plan to work less—or not at all—during "crunch times" in the semester.

Even if you don't have an off-campus job, juggling the work you do for your classes alone is a challenge, especially for UHON students. To help, we recommend you procure a big wall calendar or planner of some sort. As you gather your syllabi from your professors, note all deadlines and due dates for your assignments and then record them on your calendar/planner. That way you will be able to see the Big Picture and thus budget your time to complete the assignments.

### **Denying You Need Help**

You have a great support system as a UHON student: five staff members whose job it is to help you succeed both at UTC and beyond. We are here to help you solve problems whether they are social, psychological, academic, or financial. But we can only help if you indicate you need help. This is the hard part for UHON students. You are all very bright. You are used to making 'A's, getting along with your teachers, being held up as model students. But the reality is you may not be able to continue this smooth trend in the UHON curriculum, at least over four years. Eventually you may fail a paper, blow an exam, screw-up your homework and stress out. The worst thing you can do is deny your need for help. The best thing you can do is contact a UHON staff member. Here are just a few things we can do for you:

- Talk with you about your problem, offering sage wisdom now and then.
- Contact your professor and see how your performance could be improved.

- Arrange to have a UHON student serve as your personal tutor.
- Help you with any roommate difficulties.
- Call Financial Aid to investigate financial problems.
- Contact a professional counselor or psychologist and make an appointment for you.
- Contact the Offices of Records and Registration or Admissions to solve bureaucratic issues.
- Alter your schedule of classes or empower you to do so yourself via the Internet.

### **Losing Touch with the Program**

After their freshman year, many UHON students become distant from the Program as they begin to explore their majors in earnest and to find friends outside of UHON. This is normal, but beware of losing touch with a program designed to help you through all your years at UTC. Come by the Reading Room at least a couple of times a week to check your mail and read the posted announcements. Sit a while. Plan on doing some homework in the Reading Room. Maybe chat with the staff if we don't look too busy. Feel free to watch a little TV or talk with other UHON students. The Reading Room is only as good as the UHON students who use it. So USE it.

Another way to stay in touch is to read your email daily. All UHON students are automatically enrolled in UHON's "UTC Online" Community (<http://utconline.utc.edu>), a source for information about the Program, its courses, and opportunities. You are encouraged to post messages on the discussion boards, or send email via the community, though be sure to keep the content limited to stuff having to do with the Program or that is sure to be of interest to UHON students.

### **Procrastinating and Poor Planning for the DHON Project**

Even as a freshman, you should have lingering in the back of your mind the notion that a Departmental Honors project is almost certainly in your future. Sophomores should carefully consider in what department they will do the project. Juniors need to work out in their first semester what professor they will work with and what the project might entail. No later than their second semester, Juniors should submit to the DHON committee a proposal for a specific project. Seniors should register for one 495 course in each of two semesters, and complete the project prior to graduation. Those UHON students majoring in Physical Therapy need to accelerate this process by one year; those in Education by one semester (see the *DHON Handbook*).

Smart UHON students submit well-researched project proposals to the UHON staff prior to any official submission to the DHON committee. That way the staff can review the proposals and suggest editorial or conceptual changes. You cannot afford to embarrass yourself (or the Program) by submitting for official review an ill-considered, error-ridden proposal.

### **Plagiarism**

Plagiarism is grounds for immediate dismissal from the UHON Program, as it is an affront to the very core of a program that values honor and integrity. The following should help you avoid the problem.

*Note: This section was adapted from a handout written and prepared by the University of Maryland Baltimore County Learning Center. Permission to distribute was given by Janet Graham.*

Plagiarism is stealing someone else's idea and passing it off as your own.

A reader of your research paper always considers an idea that is not cited to be your own. If you use another person's idea without giving credit, you are cheating as seriously as if you had copied answers from someone else's exam.

There are five main rules for avoiding plagiarism when writing research papers.

**RULE # 1:  
A FACT THAT IS NOT COMMON KNOWLEDGE MUST HAVE A CITATION.**

EXAMPLE: Scientists have found that the featherless chicken makes as much protein as the feathered chicken (*Scientific American* 43).

A fact that is common knowledge may be written without a citation. We say that something is common knowledge if it is widely known by most people in our society, or if the information is widely available without citation in a number of sources. For example, you may write, "The United States desired independence from Great Britain in 1776" without a citation.

**RULE #2:  
WHEN YOU WRITE ABOUT AN IDEA, YOU MUST MAKE CLEAR WHOSE IDEA IT IS. IF IT IS YOUR OWN IDEA, YOU DO NOT CITE THE SOURCE.**

EXAMPLE: I see a definite need for a Society for the Prevention of Cruelty to Plants. (no citation)

EXAMPLE: The tone and structure of the poem suggest peace and repose. (no citation)

**RULE #3:  
IF YOU ARE WRITING ABOUT SOMEONE ELSE'S IDEA, YOU MUST CITE YOUR SOURCE.**

EXAMPLE: By the year 1856, San Francisco's population growth was practically certain (Lotchkin 60).

EXAMPLE: It has been suggested that *Moby Dick* is essentially nothing more than a big fish story (Merrill 22).

**RULE #4  
IF YOU WANT TO USE SOMEONE ELSE'S EXACT WORDS, YOU MUST PUT THEM IN QUOTATION MARKS AND CITE THE SOURCE.**

EXAMPLE: Later, F. Scott Fitzgerald wrote, "Chapter VII (the hotel scene) will never be quite up to mark—I've worried about it too long and I can't quite place Daisy's reaction" (Fitzgerald 8).

If the quotation is long (more than four lines) it should be indented and single-spaced.

**RULE #5:  
WHEN YOU USE AN AUTHOR'S IDEA WITHOUT QUOTING EXACTLY, YOU MUST WRITE THE IDEA IN YOUR OWN WORDS.**

For example, your reference might read:

To Europe the New World always had an air of the strange and fantastic. Even the small British colonies on the East Coast shared in this atmosphere of the extraordinary, as demonstrated by the first European description of the paradisiac city of Philadelphia. The dreams of the Old World came to life in the new (Skard 15-16).

You should NOT write something like this in your paper:

There was something fantastic and strange about the New World as far as Europeans were concerned, even in the East Coast British colonies. For example, the first European

descriptions of Philadelphia said that it was a paradise. Old World dreams became true in the New World.

Even though you have cited the author in your paper, you have followed his words so closely that you are still plagiarizing. If you believe that the words the author used to state his idea are important, you should quote him exactly (see Rule #4). Otherwise, you should summarize the main point by paraphrasing. In the above example, you could write the main idea like this:

According to Sigmund Skard, Europeans felt that the New World was a magical place where they could fulfill their dreams (Skard 15-16).

Finally, if you have any reason to think that you have plagiarized in your paper, show it to your instructor before you hand it in formally. He or she can tell you if you have plagiarized and, if so, how to write the section correctly.

## APPENDIX A

### The University of Tennessee at Chattanooga University Honors Program

#### Acceptance Agreement for Admission to the UHON Program

As a student in the University Honors (UHON) Program, I agree to the following requirements and expectations:

1. I will maintain at least a 3.5 cumulative grade point average while earning a minimum of 24 credit hours during each academic year. In addition, I will fulfill course requirements for the UHON curriculum as directed by my UHON advisor. Generally, this includes completing at least two UHON courses per academic year. I acknowledge that minimum cumulative and major GPAs of 3.5 are required to successfully complete and graduate from the UHON Program.
2. I agree to act at all times in a manner befitting a member of a prestigious, select, honorable group of students. Specifically, I will not steal, cheat, plagiarize, or do anything that would bring dishonor to myself or to the UHON Program.
3. I will abide by the rules of conduct for all UTC students set forth in the *UTC Student Handbook*, published by the UTC Division of Student Development (available online at <http://www.utc.edu/Administration/StudentDevelopment/forms/rightsandresponsibilities.pdf>). Furthermore, I will abide by all rules for UHON students as determined by the UHON Program staff and Council, and detailed in the *UHON Handbook*, available at <http://www.utc.edu/Administration/UniversityHonors/handbook.pdf>.
4. I agree either to complete a departmental honors project or to enroll in at least one semester of approved study overseas and one semester of independent research in my major department.
5. I agree to participate annually in at least one of the social and/or community service projects sponsored by the UHON Council. I also agree to participate actively in at least one committee of the UHON Council.
6. I agree to attend all general UHON meetings and honors studies classes. If I cannot attend a meeting, I will provide a written excuse to the Director prior to the meeting.
7. I agree to do my part in maintaining the tidiness and order of the UHON Reading Room and computer lab.
8. I agree to participate willingly in efforts organized by the UHON staff to recruit and orient new UHON students. This may entail serving as dorm host, mentor and/or advisor for future candidates and students.

I have read, understand and agree to the above requirements of the University Honors Program. I acknowledge that any violations of this agreement will subject me to dismissal from the program.

*Revised 3/08*

## APPENDIX B

### CONSTITUTION OF THE UNIVERSITY HONORS COUNCIL

- I. The organization will be known as the University Honors Council, hereafter referred to as the Council.
- II. The purpose of the Council is to:
  - A. Coordinate and organize University Honors (UHON) Program activities that require student involvement
  - B. Serve as a vehicle for the movement of ideas and concerns between UHON students and staff
- III. Membership in the Council will be open to all full-time UHON students.
  - A. Membership will be neither based on nor biased by considerations of race, color, sex, creed, handicap, or national origin
  - B. Only those students in academic good standing during and after elections may be eligible for membership.
  - C. The Council will consist of not more than nineteen members. Four students from each class (freshmen, sophomore, junior and senior) one from among the Associate Honors Scholars, one from the fifth and sixth year seniors and the Student Assistant Director will serve as Council members.
    - i. The Fifth/Sixth year council member can hold any office or position on council.
    - ii. The Student Assistant Director will always hold the Liaison Officer Position (see section IV-F) and cannot hold any other officer or committee position.
  - D. Election of Council members will be conducted separately for each respective class—for example: freshmen may only nominate and vote for freshmen, etc. Four members from each class will take office after receiving a majority of votes from their respective voting groups.
  - E. Council Member Terms last one year. Members will serve on the Council until they terminate enrollment at UTC, resign or until their term expires.
    - i. Member Attendance: Members will be placed under officer review upon missing two meetings, whether excused or unexcused, during any given semester. This officer review could result in a member probation period of one month. If the reviewed council member continues to miss meetings his or her membership will be nullified and the alternate will replace him or her. All of these actions will not be discussed with the general council assembly, but left to council officer vote.
    - ii. Members will be evaluated by Council officers (see section IV) by midterms each academic semester and on a rolling, continual basis according to Committee Review Sheets and general committee activity. Officers may put a member on probation for one month after review of Committee Review sheets, general committee activity and participation in council events. If the reviewed council member continues to neglect committee duties his or her membership will be nullified and the alternate will replace him or her. All of these actions will not be discussed with the general council assembly, but left to council officer vote.
    - iii. Replacement of Council members will occur through general class election. Upperclassmen will be elected in the spring. Freshmen members will be elected in the fall at the first general UHON meeting.
    - iv. Alternate members of council may attend meetings but are not eligible to vote on council decisions.

- IV. The officers of the Council will be President, Vice President, Secretary, Treasurer, and Freshman Officer, all five of whom will be chosen by a majority vote of the Council and serve a term of one year. Aside from the Presidential office, all positions are open to any council member.
  - A. The President will call and preside over Council meetings, and convey Council recommendations to the UHON staff and students, also serving as the liaison between the Council and the staff.
    - i. Any one person may not serve as president for more than two years.
    - ii. Nominees for President must have served on Council for at least one year and be a rising junior or above.
  - B. The Vice President will serve as the president in the absence of the elected president and aid the president as appropriate, also serving as coordinator of the Council Committees.
  - C. The Secretary will be responsible for membership records and meeting minutes.
  - D. The Treasurer will be responsible for maintaining and reporting on the financial records of the Council and issuing a summary financial report at the end of each semester to be included in the Historian's files.
  - E. The Freshman Officer will be responsible for attending all officer meetings and providing feedback to officers about the freshmen class and will also provide helpful information, ideas, and instruction to subsequent Council groups.
  - F. The Liaison is a position that will always be filled by the Student Assistant Director. The Liaison should work closely with the President in order to convey all information between the UHON administration and UHON council. The Liaison will also serve as a presiding UHON administrator over council.
  
- V. After the Spring General Election has commenced, the Student Assistant Director will take nominations from council members for all officer positions.
  - A. Nominations shall be submitted and posted no later than 72 hours before the election shall commence.
    - i. Overlapping nominations will be accepted.
  - B. The Student Assistant director or other individual determined by council shall call a meeting for Council members to convene and vote for officer positions.
  - C. The Student Assistant Director or other individual determined by council shall conduct voting by secret ballot and count all votes.
  - D. The Presidential Election shall take place first and the new president announced immediately following. All remaining will be voted on by secret ballot at one time and announced immediately following.
  - E. If any member of council cannot attend the meeting in which elections are held, an absentee ballot will be made available prior to voting.
  
- VI. During the academic year, the Council will meet at least once a week; more as dictated by upcoming events; less if no new business exists or final exams are in session.
  
- VII. There will be no membership dues.
  
- VIII. Any amendment or changes to this constitution must be approved by a two-thirds majority of the Council and must have the approval of at least one member from each class (Freshman, Sophomore, Junior, Senior).