

**RHODES COLLEGE**  
**HONORS PROGRAM AND HONORS RESEARCH**

**INFORMATION FOR THE HONORS CANDIDATE**  
**Revised July 2019**

The Honors Program is a senior level experience in the student's major department which culminates in a project of a scholarly and creative nature. It is a means by which a student may do more independent, intensive, and individual work than can be done in the regular degree programs and is an excellent introduction to graduate study. A copy of the final project is added to the College Archives.

There are departmental requirements and timetables, as well as College requirements and timetables for the Honors program. Full descriptions of department requirements are listed in each departmental section of the Rhodes College catalogue and are available from the chair of each academic department. To be eligible for the Honors program, a student must have a minimum cumulative grade point average and a major grade point average of 3.5000 at the time of application for Honors. Failure to meet either departmental or College requirements and announced deadlines may result in the failure to gain Honors recognition.

Students contemplating a degree with Honors should consider taking a one-credit tutorial in the second semester of the junior year, the emphasis of which will be the selection of a topic, preliminary research, definition of the project and preparation of the Honors proposal. Otherwise, such preparatory work may have to be done during the summer before the senior year.

The Honors proposal is submitted to the advisor at the beginning of the student's senior year. It outlines the project, its significance, and the methodology chosen for the study. Once the department approves the proposal, the student must submit an Honors Registration form to the Registrar's Office in order to be officially registered for Honors. ([Suggestions](#) for writing your proposal)

At least four credits per semester in the senior year must be earned in Honors Tutorial or Honors Research courses. Up to four additional credits of tutorial or related course work may be counted, resulting in a maximum of sixteen credits of Honors in the senior year. At the discretion of the instructors, Honors students may be exempted from final examinations in courses in their major in the semester in which the Honors paper or project is submitted.

The final Honors project requires the approval of the advisor, a departmental reader and a reader from outside the student's department. Honors cannot be awarded until the Registrar has been notified by the department that all Honors work has been completed satisfactorily and that an overall average of at least A- has been earned for the Honors paper or project and the eight to sixteen credits of Honors course work completed. The student must graduate with both a cumulative and a major grade point average of 3.5000 in order to receive the Honors designation at commencement.

If a student is unable to meet the specified deadlines for graduation with Honors at the May commencement, a petition may be filed with the Faculty Standards and Standing Committee to allow graduation with Honors the following August.

Work which fails to meet the requirements for graduation with Honors or for which a [Petition to Discontinue Honors Research](#) has been submitted will normally revert to credit as a directed inquiry, a senior tutorial, or research.

### **Projects in Art or in the Performing Arts**

Projects in Art or in the Performing Arts such as music, dance and theatre, may not lend themselves to the typical written Honors paper. These projects may be recorded through media that is deemed more appropriate by the department involved. (Photographed or taped for storing in the Archives. Check with the College Archivist if there is a question about acceptable formats.) In art or performing arts, the evidence of independent work is the work itself, together with a technical explanation of the process used or a philosophical discussion of the aesthetic process.

#### Examples:

- In dance, the project may be demonstrated with photographs, slides, or a video tape of the performance accompanied by a written technical or philosophic discussion
- In music, the written portion may be accompanied by an audio recording
- In theatre, if the project has been the direction of a production, any or all of the following could be submitted: the prompt book with blocking and other details of the production, character analyses, analysis of the play from the director's viewpoint, concept of the production and probably a self-critique

# RHODES COLLEGE

## HONORS PROJECT COLLEGE TIMETABLE

The following dates must be adhered to by all students pursuing Honors. **Departments may have other distinct deadlines for the process.** Consult with the department chair for further information.

### Junior Year

Beginning of **spring** semester

Register for Pre-Honors Tutorial in the department in which Honors will be pursued.

### Senior Year Fall Semester

First week of classes

**Submit** Honors Proposal to department

End of the 15<sup>th</sup> class day

Last date for Honors Proposal to be **approved by departments (Sept 11, 2019)**

End of the 15<sup>th</sup> class day

Last Date for **Honors Registration** to be submitted to the Registrar's Office. Honors be Registration may submitted prior to final approval of project  
**(Sept 11, 2019)**

### Senior Year Spring Semester

Last day classes

**Honors Project abstract** must be submitted electronically to Professor Katie White, Director of Fellowships and Undergraduate Research – receipt will be acknowledged.  
**(April 30, 2020)**

Due Date for Final Grades

**Final approval** to graduate with Honors and final grade from department due in the Registrar's Office by 9:00 a.m.  
**(May 11, 2020)**

Due Date for Final Grades

**Final print copy** of Honors Project is submitted to Dr. Katie White, Director of Fellowships and Undergraduate Research; **digital copy mailed to archival box folder (to be assigned)** by 5pm.  
**(May 11, 2020)**

## **GUIDELINES FOR THE PREPARATION OF THE ARCHIVAL COPY OF THE HONORS PAPER**

Your final print paper will be bound by the Library. Both the print and digital copy will be retained permanently in the College Archives in Barret Library, where it may be consulted by general readers and scholars. As the author of the work, you retain the right to publish your paper.

### **Submission of the Honors Paper**

Once all corrections are made and the final paper has been approved, a clean copy is submitted to the Dean of Academic Affairs for Curriculum. Do not submit your paper in any type of binder that requires you to punch holes in the paper. **A PDF copy of the paper on a CD must accompany the print copy.** The Honors paper must also be accompanied by a statement signed by the department chairperson, the sponsor, and the other designated reader(s) indicating that it has been approved for Honors, by those persons. Papers that are late, incomplete, or that do not fulfill the form outlined in these instructions may not be considered in time for recognition on the Commencement program or on your transcript.

### **Formatting the Honors Paper**

#### 1. Paper and Printing

Cream colored 8 ½ by 11 inch 20 lb. bond paper is to be used for the final copy of the paper. Bond paper is provided to the student by the College Archivist.

Use a letter-quality printer; photocopies are unacceptable.

Printing should be on one side of the paper only.

There should be no obvious marks of editing or use of correction fluid or tape.

Printing should be in black or gray scale; color inks should be avoided.

Figures are to be drawn neatly in ink or other suitable medium.

#### 2. Font Style and Size

Select a font that is easy to read, such as Times New Roman or Courier.

The body of text should be 12 point.

No text should be smaller than 10 point.

Font size of captions, titles and other headers should not be overly large

#### 3. Page Layout and Spacing

Margins at the top, right and bottom of the final copy must be at least 1”.

The left margin must be 1.5” to allow for binding.

Text should not be right justified.

Text should be double spaced, except for: Table of Contents, List of Figures, List of Tables, Block quotations, notes, captions, footnotes and long headings which are single spaced.

Footnotes, tables, maps, or illustrations should fall within the limits of the page margins.

A variety of style manuals are available in the Reference Collection of the Library as well as on-line.

#### 4. Page numbering

Page numbers are positioned in the upper right hand corner in line with the right text margin. The number stands alone without “page” or any phrase or punctuation.

Every sheet in your paper will be counted in page numbering, however, not every page will show a number. The title page counts as the first preliminary page, but it does **not** carry a number.

Preliminary pages are numbered with lower case **Roman numerals** (e.g. i, ii, iii, iv). The first page of the body of the text **uses Arabic numerals**.

### **Arrangement of the Honors Paper by Page and Section**

The pages and sections and of the paper should be arranged in the following order:

1. Permission to copy page

The permission to copy page must be signed and dated by the student. It will be bound with the paper and includes the following statement:

“I give permission for public access to my Honors paper and for any copying or digitization to be done at the discretion of the College Archivist and/or the College Librarian.” (see [Appendix E](#))

Since the paper is submitted in satisfaction of a part of the requirement for Honors and the act of depositing these materials in the College Archives indicates a willingness by the author to share her/his work with the Rhodes community and with the general public, the College Archivist will permit public access to it. Signing this form does not prevent you from further publication of your work.

2. Title page ([see Appendix A](#)) Information on this page includes:

Title

Name as it appears in official College records

Department Name

The statement: “Submitted in partial fulfillment of the requirements for the Bachelor of Arts (or Science) degree with Honors in [Department]”

Rhodes College

Date (Year of graduation)

3. Signature Page ([see Appendix B](#)) The Signature Page includes the following statement:

“This Honors paper by \_\_\_\_\_ has been read and approved for Honors in Department \_\_\_\_\_” followed by the signatures of those who approved your paper.

4. Acknowledgment Page

Because an honors paper is a normal requirement for a degree with honors, acknowledgment of help received from members of the department concerned is seldom necessary. In general, acknowledgments should be restrained statements

of thanks for aid from outside or unusual sources. Dedication pages are not considered appropriate in an academic paper and their inclusion is discouraged.

5. Contents

All sections following the content page are included in the Contents.

6. List of Illustrations or List of Tables, Figures or Diagrams

When tables, figures, illustrations are included in the text there will be a list included as a section in the table of Contents.

7. Abstract Page

The abstract, a brief summary of your work, should be no longer than 250 words and double spaced. (see [Appendix D](#)) It will be reviewed, approved and edited along with the whole paper. The abstract will be printed in the Commencement Program.

8. Main text (and footnotes if not included in text)

Begin the first page with Arabic number One (1).

Continue sequence of Arabic numbering through the remainder of the paper including illustrations, appendices and the bibliography.

The text may be divided into chapters or sections with headings consistent with the Table of contents.

Each chapter should begin on a new page.

The form and location of footnotes will be determined by the style manual used in the discipline.

9. Tables, Illustrations, and Figures

All figures should be drawn neatly in indelible ink or a suitable medium.

10. Appendices

11. Glossary

If appropriate, a glossary of technical terms should accompany drafts and the final copy of the paper. Place the glossary after the text and appendices and before the bibliography.

12. List of Symbols and/or abbreviations

13. Bibliography

Every work cited in the text must appear in the bibliography. Consult your advisor regarding the preferred style for citations, footnotes, endnotes, tables, bibliography, etc. in your discipline. A variety of style manuals are available in the Reference Collection of the Library or at [Rhodes College | Online Research Sources \(General\)](#).

Please e-mail Bill Short, College Archivist, if you have a question about formatting your paper or project.

## RHODES COLLEGE HONORS REGISTRATION

Student Name: \_\_\_\_\_ Class year \_\_\_\_\_

Major: \_\_\_\_\_ Rhodes ID \_\_\_\_\_

Title of Honors Project: \_\_\_\_\_

Cumulative Grade Point Average: \_\_\_\_\_

Major Grade Point Average: \_\_\_\_\_

From 4 to 8 credits per semester for a maximum of 16 credits are to be taken for Honors, exclusive of the one-credit junior tutorial to prepare for the honors project. Below are the courses to be taken in the senior year with the honors courses designated by (\*):

### FALL SEMESTER

<u>Dept.</u>	<u>Number</u>	<u>Course Title</u>	<u>Credits</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### SPRING SEMESTER

<u>Dept.</u>	<u>Number</u>	<u>Course Title</u>	<u>Credits</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Project Sponsor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department/Program Chair's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Katie White: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Fellowships and Undergraduate Research

Submit this form to the Registrar.

**RHODES COLLEGE**  
**Petition to Discontinue Honors Research**

Student Name: \_\_\_\_\_

Major: \_\_\_\_\_ Rhodes ID \_\_\_\_\_

I no longer intend to pursue Honors Research and therefore request that the following action be taken:

\_\_\_\_\_ convert my Honors Research credit to a Directed Inquiry.

\_\_\_\_\_ convert my Honors Research credit to a Research course (451 or 452).

\_\_\_\_\_ convert my Honors Research course to the Senior Tutorial in my department.

\_\_\_\_\_ enter the grade of "WP" for my Honors Research course.

Signature: \_\_\_\_\_  
(Student)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
(Project Sponsor)

Printed Name: \_\_\_\_\_  
(Project Sponsor)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
(Department/Program Chair)

Printed Name: \_\_\_\_\_  
(Department/Program Chair)

Date: \_\_\_\_\_



[ Appendix A –Title Page Format ]

The Best Honors Paper Ever  
Written at Rhodes College

Sarah Jane Wood

Department of English  
Rhodes College  
Memphis, Tennessee

2009

Submitted in partial fulfillment of the requirements for the  
Bachelor of Arts degree with Honors in English

*[Center the text with at least a 1.5 inch margin on the left.  
Space the blocks of text evenly from the top to the bottom of the page.  
This font is Times New Roman 14, but another font choice is possible.]*

[ Appendix B - Signature Page Format ]

This Honors paper by \_\_\_\_\_ has been read  
and approved for Honors in \_\_\_\_\_.

Dr. Robert A. Smith  
Project Advisor

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Dr. Sandra J. O'Donald  
Second Reader (if applicable)

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Dr. Rebecca H. Jones  
Extra-Departmental Reader

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Dr. Eleanor Hastings  
Department Chair

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(Appendix C. *This is a sample table of contents for your paper. Your paper may not have all of these sections. The left margin should be 1.5"*)

## CONTENTS

Signature page	ii
Acknowledgements	iii
Contents	iv
List of Illustrations, Tables or	v
Abstract	vi
First page of body or chapter one	1
Conclusion	45
Illustrations	46
Appendix	47
Bibliography	54

[ Appendix D – Abstract Page Format ]

ABSTRACT

The Exact Title of the Honors Paper

by

Your Full Name as it appears in official College records

This is where the abstract is placed. The abstract is double spaced and should not be over two hundred and fifty words in length. Center the introductory information and left justify the text of the abstract, but remember that the left margin is always 1.5”.

[ Appendix E - Permission Page Format ]

I give permission for public access to my Honors paper and for any copying or digitization to be done at the discretion of the College Archivist and/or the College Librarian.

Signed \_\_\_\_\_

[Name typed] .....

Date \_\_\_\_\_

## ADVICE FOR THE HONORS CANDIDATE

Each department will have its own suggestions for writing your proposal. The following are general suggestions that may help you prepare this document.

The length of the Honors proposal will be determined by your advisor. Its main purpose is to convey your research intentions in a succinct manner that ensures that you, your advisor, the department and the College understand the proposed project in the same way. It is not unusually for a proposal to be returned for clarification before it is resubmitted for approval.

The language of the Honors Proposal is usually stated in formal terms, appropriate to the data you are using. Choose words that are as clear and precise as possible. Don't invent new words, use esoteric terms understood only by insiders, or hide your real meaning behind vague generalities.

If yours is a performance or creative project, try to have your thesis statement indicate the scope, format, and benefit of the project to you and your art.

The following are suggested parts of the proposal and questions to ask yourself when formulating the proposal. Your advisor may have more specific directions or questions. In the following, a "project" may be quantitative, artistic or a performance.

### *Suggested Parts of the Honors Proposal*

1. The **body** of the proposal
  - How do I define the area of my project?
  - What information necessary to understand my proposal?
  - Is there a clear statement of the question (hypothesis) about my project?
  - Why is my project worth doing?
  - Are there ways that my results might be used?
  - What is already known about this subject?
  - What will my work add to the knowledge on the subject?
  - What is my methodology or interpretive perspective?
  - Where will I get my data?
  - What tests will I apply?
  - What instruments or measurement techniques will I use?
  - How will I evaluate my results?
  - What factors cannot adequately controlled or investigated?
  - Are there restrictions for examining long-term results?
  - Are some pieces of evidence simply unavailable?

Admitting problems does not automatically invalidate your project; sometimes it reassures the reader that you have fully considered the problems and are prepared to work around them. Concentrate on what you intend to do; extensive quotes from authorities should be avoided.

### 2. The **bibliography** submitted with the proposal.

This list of primary and relevant secondary sources will most likely expand during your research.

3. A **glossary**, if appropriate, of technical terms that will help the reader understand your proposal.
4. Submit a **time schedule**.

Even if you are not required to submit a timetable with your proposal, it would probably be a benefit to create one that takes into consideration the individual department and College deadlines. Be realistic about your time constraints, sources of information, and abilities. Don't dig yourself into a hole by proposing to do the impossible. The timeline may indicate:

  - An estimate of the number of hours needed to complete each stage. For example, you may propose to perform an experiment that takes 10 hours to complete and you need to do that experiment 5 times, totaling 50 hours.
  - Dates for finishing each stage
  - The total (approximate) hours to be spent on the project.

### ***Final Suggestions***

Frequent consultations with your faculty project advisor and your second reader will be helpful to continuously receive feedback on your ideas and progress.

Special attention should be paid to technical matters in your paper, such as citation, references, mechanical errors, and spelling. Such things are easy to overlook. Consulting the Writing Center can prove very beneficial. (<http://www.rhodes.edu/writingcenter/> )