

Cabrillo College

HONORS TRANSFER PROGRAM

STUDENT HANDBOOK

Table of Contents

Honors Handbook

1. Membership Requirements	3
Requirements for Active Membership	
Membership Maintenance	
Academic Integrity and Code of Conduct	
2. Honors Scholar Designation	4
Honors Scholar Requirements	
3. The Honors Curriculum	5 - 6
Honors Courses	
Honors Course Characteristics	
The Honors Colloquium	
Designated Honors Courses	
Designated Honors Course Contracts	
4. Designated Honors Course Contracts and Supplemental Agreements	7 - 8
Supplemental Agreement vs. Designated Honors Course Contract Eligibility	
Supplemental Agreement Guidelines	
Contract Process	
Completing the Contract	
5. Who's Who in Honors?	9
Honors Director	
Honors Lead Faculty	
Honors Counselors	
Honors Advisory Board	
Honors Faculty	
6. Special Honors Events & Benefits	10
Honors Research Symposium	
UCLA Transfer (TAP) Certification	
7. Honors Transfer Program Code of Conduct Agreement	11

Membership Requirements

Requirements for Active Membership

To be an “Active Member” of the Honors Program – Students must:

1. Apply and be admitted to the program
2. Maintain a 3.3 GPA in all transferable coursework
3. Meet regularly with an Honors Counselor
4. Participate in Honors Activities – at least 1 per semester (see below)

To receive the highest benefits of the Honors program, Students should:

1. Complete as many honors courses as possible within the scope of their transfer requirements and education plan
2. Attend Honors Events on a regular basis
3. Submit a proposal for the Bay Honors Research Symposium and participate in the Symposium as either a Presenter or Attendee.

Honors Event Attendance

The Honors Program holds several events through the academic year. Students are requested to attend at least two Honors sponsored events each academic year – although attendance at more than two is preferred and highly recommended!

Examples of Honors Events include:

The fall semester Pizza Mixer (beginning of fall semester)
Film Nights
Berkeley Shadow Day (mid-fall semester)
The Morton Marcus Memorial Poetry Reading (Nov.)
Pizza Fridays
Transfer Workshops
UCLA Transfer Fair
Bay Honors Research Symposium
Cabrillo “Reads” Events
Walking in Graduation!
Cabrillo Honors Transfer Club participation

Membership Maintenance

To continue in the Honors Program for the academic year, you must have a transferable GPA of 3.3 or higher. Once spring grades are reported, the Honors Director will check all active Honors students’ GPAs. Students who have dropped below 3.3 may be removed from the program and lose their ability to enroll in Honors courses. Students may ask to be re-admitted when they’ve brought up their grades. In special circumstances, students may petition the Honors Program to suspend removal from the program.

Academic Integrity and Code of Conduct

As a student accepted into the Honors Transfer Program at Cabrillo College, you are joining a community of scholars who are committed to excellence in the learning process. The honors program assumes that all students will pursue their studies with integrity and honesty; moreover, incidents of academic dishonesty are not tolerated. Evidence of academic dishonesty will result in dismissal from the program. Students for whom any administrative disciplinary action or action for concern of the student’s mental health is taken may also be dismissed from the program at the discretion of the Director and Lead Faculty.

All students must sign the Honors Transfer Program Academic Integrity and Code of Conduct Agreement upon entrance into the program, and again for each Honors course, Supplemental Agreement or Designated Honors Course Contract attempted. **See the agreement language on page 11 of this handbook.**

Honors Scholar Designation

Honors Scholar Requirements

The Honors Scholar Designation is the highest academic award granted by Cabrillo College. To become an Honors Scholar, a student must fulfill **all three** of the following:

- 1. Complete five Honors courses or a combination of courses and contracts with a grade of "C" or better.**
 - **At least 9 units *must be* from "H" courses (e.g., SOC 1H - these may include courses completed via a Supplemental Agreement)**
 - **Only 6 units may be from the "Honors Designated" courses which *require* a Designated Honors Course Contract**
 - **Petition for Graduation, either for an Associate Degree or a Certificate of Achievement in General Education, and have a cumulative transferable GPA of 3.4 or higher.**

Pass/no Pass not allowed for Honors Scholar Designation

All of the five Honors courses (or courses attached to a Designated Honors Course Contract) must be taken for a grade.

Benefits of Being an Honor Scholar

As a proud Honors Scholar you'll receive:

- ◇ "Honors Scholar" notation on your transcript
- ◇ An Honors Scholar medal
- AND
- ◇ Special recognition at Graduation, including your name in a special section of the graduation program

Do I Have to Be an Honors Scholar?

No. For a variety of reasons, many students choose to take only a few Honors courses. For example, if you join with only two semesters left at Cabrillo College, you might not be able to fit five Honors courses into your schedule. Remember, even one or two Honors Courses look great on your transcript, give you a boost in admission for UC's, and you can still be a proud program member and participate in all our activities.

15 units of Honors Courses + 3.4 GPA =



The Honors Curriculum

Honors Courses

Honors courses are special sections of Cabrillo College classes which are more advanced and are only open to Honors students. Honors courses are the best way to get honors credit on your transcript because they offer an intensive and personal experience in a community of similarly high-achieving students. We choose some of Cabrillo College's most dedicated professors to teach courses which meet most students' transfer and AA/AS general education requirements. To help students progress through Cabrillo College, we rotate these courses on a regular basis and students are recommended to plan their schedules around them.

Do They Have a Lot More Work?

No. Honors classes do not necessarily have *more* work than their regular counterparts, rather they have *different* work. For example, while the length of a paper might be the same for a regular and an Honors course, in the Honors course, the topics will be more sophisticated. It is also often the case that Honors courses use more advanced academic resources than the regular sections.

The Bottom line – you will work harder in your Honors courses, but you will often find them your favorite classes because of the fascinating material and the stimulation you'll get from your fellow Honors students. Plus, the Honors courses are great preparation for the advanced work you'll encounter when you transfer!

How Will Honors Courses Be Graded?

Honors courses are not graded on a curve so you will not be forced to compete for a limited number of "A" and "B" grades. Your Honors Professors know that you are being graded on challenging material which requires more original and in-depth thinking and research. This additional effort required in an Honors course will be reflected in your grades, but as in any class, students who fail to meet course standards will be assigned low marks. Remember, your professors want to help you, so if you begin to feel overwhelmed, meet with them during their office hours!

Honors Course Characteristics

No single model of an Honors course can be superimposed on all disciplines. There is rich variation among different departments and professors in their

modes of inquiry, pedagogical approaches and types of assignments. However, certain characteristics are often present in the most effective Honors courses:

Honors courses emphasize advanced topics and deeper understanding

- ◇ More sophisticated reading assignments: primary sources instead of excerpts, anthologies and summative textbooks, novels instead of short stories, etc.
- ◇ Exposure to more advanced material and cutting edge ideas, research and trends
- ◇ Emphasis on challenging writing assignments that require generative rather than responsive work and higher levels of synthesis
- ◇ Assignments which involve substantial research and which emphasized problem solving

Honors courses emphasize creative & collaborative teaching & learning

- ◇ More student-directed and generated teaching, projects and assignments
- ◇ Collaboration and group projects encouraged
- ◇ Dialogue used as a learning tool as students are guided through the preparation, presentation, critique, and counter critique process
- ◇ Team-taught, paired or themed Honors courses encouraged
- ◇ Healthy competitions used to motivate students, such as quiz games and debates.

Honors courses give students more opportunities to engage with material in the real world

- ◇ A "beyond books" or "out-of-the-classroom" approach to material: field trips, surveys, laboratories, field work
- ◇ Service Learning/Community Engagement part of class assignments
- ◇ A wider variety of knowledge sources such as conferences and guest lecturers
- ◇ Assignments that encourage students to relate material to their own lives.

Honors courses create a safe community of learners that stimulates students' intellectual courage

- ◇ Honors Professor as a model of a curious and enthusiastic learner
- ◇ Emphasis on intellectual intimacy and a shared delight in exploring a topic
- ◇ Establishment of an authentic classroom community to create more self-confidence and bonding for students.

The Honors Colloquium

The Honors Colloquium (HONRS 1H and 2H) are 0.5 units, CSU transferable, short-term course with variable topics. At present, the courses are focused on the Honors Research Symposium – preparation and presentation. In the Spring semester, these courses also provide New/Incoming (Spring semester) Honors Students with an Orientation. NOTE: HONRS 1H and 2H 0.5 units do not count toward the 15 units required for Honors Scholar Designation or UCLA TAP Certification.

Designated Honors Courses

Designated Honors Courses are classes which are intensive by nature, but do not have an “H” Honors version. Student *must* complete a Designated Honors Course Contract in order to be able to use these courses toward the 15-unit requirement for Honors Scholar and UCLA TAP Certification. *They are not noted as Honors courses on transcripts and students may use 6 units, maximum, from these courses toward their Honors Scholar and/or UCLA TAP Certification.*

The Designated Honors Courses are:

- ◇ **Biology 9A and 9B**
- ◇ **Chemistry 1B, 12A/AL and 12B/BL**
- ◇ **English 30A, 30B, 34, 46A, and 46B**
- ◇ **History 2A, 2B and 19B**
- ◇ **Math 6 and 7**
- ◇ **Physics 4B and 4C**
- ◇ **Psychology 4**
- ◇ **Spanish 25 and 26**

Students may request to write a Designated Honors Course Contract with their instructor. **See the next section, on page 7, for more information.**

Supplemental Agreements

Supplemental Agreements may be requested for regular, non-Honors sections of classes. They give program members who cannot fit Honors courses into their schedule the opportunity for academic work in the Honors Program. Supplemental Agreements require that you work one-on-one with your professors on a project that complements and intensifies the regular work in the course. This is a great opportunity to pursue your own interests and receive Honors transcript credit at the same time. However, you should be aware Supplemental Agreements require self-motivation, organization and discipline, so be prepared. **See the next section, on page 7, for more information.**

Supplemental Agreements and Designated Honors Course Contracts

Supplemental Agreement vs. Designated Honors Course Contract Eligibility

What Courses Are Eligible and How do I Create an Agreement or Contract?

Any course which has an Honors version (H), but for which you are registering in a non-honors section, requires a Supplemental Agreement if you want to receive honors credit. Courses that are "Honors Designated" will require a Designated Honors Course Contract and are as follows: BIO 9A, BIO 9B, CHEM 1B, CHEM 12A/AL, CHEM 12 B/BL, ENGL 46A, ENGL 46B, HIST 2A, HIST 2B, HIST 19B, MATH 6, MATH 7, PHYS 4B, PHYS 4C, PSYCH 4, SPAN 25, and SPAN 26. **Note: only 6 units from these "Honors Designated" courses may be used towards the 15 units of Honors courses for completion of the program (Honors Scholar designation and/UCLA TAP Certification).**

To obtain honors credit for a non-Honors section of an Honors course (for example, a regular English 2 section), the student should confer with their Honors Counselor, the lead Honors Faculty, and the professor for that course. Approval for the Supplement Agreement will be granted if all of the following conditions are met:

1. No current offered Honors courses fit the student's schedule and/or educational plan;
2. The student has an intense interest in doing original work in a subject matter related to her/his major or area of personal interest; and
3. The professor agrees to work with the student on the project.

For a list of courses available for Supplemental Agreements, please visit:
<http://www.cabrillo.edu/services/honors/documents/HTP%20Honors%20Courses.pdf>

To obtain a contract for an Honors Designated Course, for example English 46A or Physics 4B, students should contact their professors either before or on the first day of the class. Identify yourself as an Honors student and request to complete a Designated Honors Course Contract for the course. You should also send an email to the Lead Honors Faculty. If your professor has any concerns or questions about this process, have him or

her contact the Lead Honors Faculty. You should also make sure to let your Honors counselor that you are doing a contract.

Supplemental Agreement or Designated Honors Course Contract Guidelines

1. The project should take about **25 hours** for the student to complete.
2. **Important!** The Honors student should have **regular contact with the professor** for guidance. Your professor is the content expert for this process, while you are the one generating the ideas. Be sure to seek out the mentorship of your professor throughout the project.
3. There should be **clear outcomes** for the project.
Possible projects include:
 - An academic research paper
 - A Creative project, such as a musical performance or artwork
 - Class presentation
 - Service/community-based learning project
 - Discipline-related internships

Contract Process

Once your request to complete either a Supplemental Agreement or Designated Honors Course Contract has been approved, you will need to print out the correct form for you and your professor to sign. This must be completely filled out and clearly specify what extra work you will be completing in order to bring the course to honors level.

Agreement and Contract forms may be found at:
<http://www.cabrillo.edu/services/honors/contracts.html>

The fully filled-out and signed Agreement or Contract should be turned in by you to the Office of Instruction, SAC West Room 213, by the end of the fourth week of the semester.

Completing the Agreement or Contract

Once the Supplemental Agreement or Designated Honors Course Contract has been approved, the student proceeds to complete the work and the course. At the end of the semester, the project is turned into the professor who determines whether it meets the guidelines agreed upon. If it is deemed satisfactory, the professor will submit the Completion Form to the Honors Program staff who will ensure proper credit is given for the Supplemental Agreement or Designated Honors Course Contract.

How Will Supplemental Agreements and Designated Honors Course Contracts Be Graded?

The Supplemental Agreement and the Designated Honors Course Contract are assessed on a “satisfactory or unsatisfactory” basis and will in no way affect the student’s grade in the course. Successful completion of the Supplemental Agreement and the Designated Honors Course Contract will result in the student’s receiving Honors credit for the course on her/his transcript for “H” sections of courses, and/or credit toward the Honors Scholar Designation 15-unit requirement. **Note: you must receive a “C” or better in the course to receive this Honors credit.**

Can I “Back Out” of My Supplemental Agreement or Designated Honors Course Contract?

Honors students may drop out of the Supplemental Agreement or Designated Honors Course Contract obligation at any time during the semester. This termination will not go on the student’s transcript. However, she/he will not receive Honors credit for the class. Failure to complete either a Supplemental Agreement or Designated Honors Course Contract will be taken into account the next time the student requests a contract.

The student should notify the instructor that they will not be completing the project. The instructor will notify the Honors Program staff.

Can I Get an “Incomplete” In My Agreement or Contract If I Don’t Finish in Time?

The Supplemental Agreement or Designated Honors Course Contract must be completed by the end of the semester. There are no “Incomplete” grades allowed for Supplemental Agreements or Designated Honors Course Contracts. However, in the case that the student receives an “Incomplete” in the overall course in accordance with college guidelines, the student shall be permitted time to complete the Supplemental Agreement or Designated Honors Course Contract along with the course. The maximum amount of time allowed for completion of the work to clear the Incomplete is one year.

Who's Who in Honors?

Honors Director

As Honors Director, Carolyn Jackson, oversees and coordinates all program details. She also maintains the program's ties with honors organizations and transfer partners. Carolyn is responsible for certifying students as Honors Scholars and for UCLA TAP.

Honors Lead Faculty

Leticia Scott-Curtis, English Faculty, is in charge of all Honors Events and Activities, as well as the Bay Honors Symposium submissions process, and the monitoring and approval of Supplemental Agreements and Designated Honors Course Contracts.

Honors Counselors

Rudy Puente (Watsonville), Barbara Schultz-Perez, Marcie Wald and Jay Jackson help Honors students choose classes at Cabrillo College that fit into their educational goals. They are also your main resource for information about the Honors Program, UCLA TAP Certification and Honors Scholar Designation. *Honors Program members should try to meet at least once per semester with one of them* to ensure that they're "on track" to reach their goals.

Honors Advisory Board

The Honors Program Advisory Board is made up of Cabrillo counseling and instructional faculty and administrators. Its role is to create policy and procedures, oversee admissions, and select the Honors courses offerings.

Honors Faculty

Marcy Alan Craig, M.A., English
Enrique Buelna, Ph.D., History
Claudia Close, M.A. Philosophy
Skye Gentile, M.A., Communication Studies
Brian Legakis, Ph.D., Art History
Jackie Logg, M.A., Sociology
Michael Mangin, Ph.D., History
Robin Mara, M.A., Communication Studies
Dustin McKenzie, M.A., Anthropology
Rebecca Morgan, Ph.D., Psychology
Ekua Omosupe, Ph.D., English
Heather Peterson, M.A., Art History
Nicholas Rowell, Ph.D., Political Science
Steve Schessler, Ph.D., English
Conrad Scott-Curtis, Ph.D., English
Letitia Scott-Curtis, M.A., English
Rebecca Smith, Ph.D., Philosophy
Kristin Wilson, Ph.D., Anthropology

Special Honors Events & Benefits

Honors Research Symposium

This statewide conference for community college honors students is the premier academic event of the year. Held every spring at either Stanford or UC Berkeley, the Honors Research Symposium gives you an opportunity to present your work in an academic setting to fellow scholars. Most students who participate call this the most important and life-changing academic event of their time at Cabrillo College.

Any research project you complete in an Honors course may be submitted for presentation at the Symposium. The selection process is very competitive. And, if you're selected, a team of professors will work with you to prepare and practice your presentation.

The proposal submission deadline is in early February. Contact Letitia Scott-Curtis with questions and submissions.

UCLA Transfer Alliance Program (TAP) Certification

Cabrillo College is proud to be part of the coveted UCLA Transfer Alliance Program (TAP). This program gives special admission privileges to qualified students to the *College of Letters and Sciences*. For more information, please visit:
<http://www.admissions.ucla.edu/prospect/Majors/ismajor.htm>

Who qualifies for TAP Certification?

Honors Scholars with at least a **3.4 GPA** who are on track to complete their five Honors Courses/Contracts by the end of the spring semester, can be TAP Certified. Note that this GPA is *the same requirements* for the Honors Scholar award.

How does the TAP Certification Work?

When you apply to UCLA the fall before you transfer, be sure to strategically choose a back-up major that is NOT a selective major in the College of Letters and Sciences. By early February, the Director will contact all UCLA applicant Honors students who are on track to complete their Honors Scholar requirements by the end of the

spring semester to start the paperwork process. The deadline for this paperwork is generally early March.

How will TAP Certification Help Me?

TAP Certification provides admission benefits for students applying to UCLA's College of Letters and Science. So, if you're an engineer, nurse, or performing arts major the certification won't help you.

All TAP certified students are allowed to choose a back-up (alternate) major. For example, your primary major might be English and your alternate major Comparative Literature. If you are not admitted under your primary major, you are given a second chance, and high priority to be considered for this alternate major. Statistically, TAP students tend to be admitted to UCLA at 3 times the regular rate, quite a boost!

Certain impacted majors may not be chosen as your alternate major. See the list (as of fall 2015) of impacted majors below:

Top 12 Selective Majors (these *cannot* be your Alternate Major for UCLA):

- Pre-Economics
- Pre-Business/Economics
- Pre-Mathematics/Economics
- Pre-Financial Actuarial Mathematics
- Communication Studies
- Biology
- Human Biology and Society (B.A. and B.S.)
- English
- Pre-Global Studies
- Pre-International Development Studies
- Pre-Political Science
- Pre-Psychology
- Pre-Sociology

This gets complicated, so please be sure to consult with an Honors Counselor at the beginning of your time in the Honors Program so they can help you strategize. **Note: You usually do not need to complete all the major preparation for the alternate major, but you should have at least started it (e.g., 1 or 2 courses completed by the end of spring, before transfer.**

UCLA Transfer Certification GPA –Honors Scholars who have a 3.4 or higher cumulative GPA may be "certified" to receive special admission consideration at UCLA.

Honors Transfer Program Academic Integrity and Code of Conduct Agreement

As a student at Cabrillo College, I understand that I am joining a community of scholars who are committed to excellence in the learning process. The honors program assumes that all students will pursue their studies with integrity and honesty; moreover, incidents of academic dishonesty are not tolerated. Evidence of academic dishonesty will result in dismissal from the program. Students for whom any administrative disciplinary action or action for concern of the student's mental health is taken may also be dismissed from the program at the discretion of the Director and Lead Faculty.

I understand that in joining the Honors Transfer Program I am participating in a cohort which will provide opportunities for small group interaction in and out of class. Respect for others students' and my own privacy and safety is paramount. This includes respect for the appropriate sharing and use of personal contact information to fulfill the academic requirements of the program and not for unwelcome social interaction. I hereby acknowledge that any action on my part which jeopardizes another students' privacy or safety will result in a formal report to the college's Dean of Student Services and subsequent action will result in my removal from the Honors Transfer Program. Likewise, I understand that should I feel at any time that my privacy or safety, or that of my classmates, is in jeopardy, I can and will immediately report to my instructor, counselor, the lead Honors Faculty or Honors Director.

I have read, understand and agree to the above.

Signed:

Dated: _____

Please **print** your name below:

Student Cabrillo ID#: _____