

**St. Francis College**  
**Honors Program**  
Requirements



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Dear student,

Congratulations on your acceptance to the St. Francis College Honors Program! You are about to embark on your journey as an Honors Student, a time in which you will join a dynamic community of learners and expand your educational horizons.

You were selected to join the incoming class of Honors Students because of your strong record of academic achievement. We believe that you will make important contributions to St. Francis College, the larger community, and the world.

As a member of the Honors Program, you will take exciting seminar classes, which will provide you with the opportunity to engage with your peers and professors in a small, interactive setting. You will form strong bonds with the members of your cohort as you work with them, both on your coursework and service to the school. It is our hope that the friendships you form here will last a lifetime and open up a world of possibilities.

As an Honors Student, not only will you benefit from classes designed specifically to challenge you, but you will be encouraged to work with your peers in a collaborative manner. Together, you will be given the option to attend world-class lectures and community events. You will also be given priority registration so that you can select classes which best suit your interests.

We look forward to witnessing the pursuit of your degree, as we are confident that you will leave a lasting impact on all those who you encounter.

Congratulations and we wish you a great deal of success!

Sincerely,

The Honors Council

## **Important Contact Information**

### **Director of the Honors Program**

Dr. Marisa Cohen  
Associate Professor of Psychology  
Office: Room 7018  
Phone: 718-489-5459  
Email: mcohen@sfc.edu

### **Assistant Director of the Honors Program**

Ms. Ghazala Afzal  
Tutoring Coordinator, Writing and Liberal Arts  
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### **Honors Council 2018-2019**

Ms. Ghazala Afzal, Academic Support  
Dr. Filomena Califano, Chemistry and Physics Department  
Dr. Marisa Cohen, Psychology Department  
Dr. James Corrigan, Biology and Health Promotions Department  
Dr. John Dilyard, Management Department  
Dr. John Edwards, Philosophy and Religious Studies Department  
Dr. Marina Gair, Education Department  
Dr. Kathy Nolan, Biology and Health Promotions Department  
Dr. Sara Rzeszutek, Economics, History, and Political Science Department  
Dr. Miriam Salholz, Accounting and Business Law  
Dr. Scott Weiss, Communication Arts Department  
Dr. Karen Wilson, Psychology Department  
Dr. Jennifer Wingate, Interdisciplinary Studies/Fine Arts Department

## **Academic Requirements**

### **GPA/Honors Course Requirement**

Students in the Honors Program must maintain a minimum 3.5 GPA. In addition, they must be enrolled as full-time students at St. Francis College. Students are expected to take a minimum of one Honors course each semester for a total of 24 credits. The final two courses are Honors Thesis I and II (HON 5997 and HON 5998). Only students who receive a grade of B or above in HON 5997 will be permitted to enroll in HON 5998.

If a student falls below the minimum GPA, he/she will be placed on probation and will be given one semester to bring his/her GPA up to 3.5, or demonstrate progress toward reaching the minimum 3.5 GPA. Once the GPA requirement is met, the probation will be lifted. If the student fails to raise his/her GPA to the minimum requirement, he/she will be removed from the program.

If there are any circumstances which prevent the student from completing coursework, enrolling in at least one Honors course per semester, maintaining his/her GPA, or maintaining full-time status, the student must set up an appointment to meet with the Director of the Honors Program.

A student may apply for sophomore year admission during the spring of his/her freshman year. The student must have a minimum 3.7 GPA at the end of his/her freshman year.

### **Honors Thesis Requirement**

All honors students are required to write a thesis in the format required by the discipline they have selected to study (e.g., APA, Chicago Style, MLA, etc.). The thesis must cover a topic selected by the student and approved by his/her mentor.

Each student will take on the role of a scholar to fully investigate the approved topic. No two theses are alike, but they all offer a detailed examination and reflection of the work completed during the final year of the program. The exact nature of the paper is to be decided by the student and his/her mentor.

The work must be original in that it extends the existing body of literature in some way or is a unique examination of a topic or subject matter. Students must draw upon the work of previous scholars and visionaries, citing their research. Students may consider extending the aforementioned research, re-evaluating the materials, or improving upon them in some meaningful way. Students will provide new insight into an area, adding their own creative and critical analysis.

Please see the Honors Thesis Manual for additional information on the thesis requirements and process.

## Service Requirements

### Service to the School/Community- Mentorship Requirement

To satisfy the requirement for service to the school, students must complete **10 hours of mentorship per semester**. Students may not count any activity for which they are compensated, or are receiving college credit.

Honors program members may have the opportunity to mentor and tutor students in the Academic Enhancement Center at St. Francis College. They may also choose to tutor students within their own academic department, provided it is approved by the chair of that department. If an honors student wishes to work in another office at St. Francis College, he/she must first have the activity approved by the Director of the Honors Program. In addition, students may choose to volunteer in the community by serving as a mentor (ex. tutoring students in the library). All activities must first be approved by the Director of the Honors Program prior to beginning the service.

Time logs are provided on pages 7 and 8 of this manual. Once the service requirement has been completed, students must have their volunteer supervisor sign off on the hours. This form must be submitted to the Director of the Honors Program on the last day of classes each semester.

For a student to remain in good standing in the Honors Program, a total of **20 hours** must be completed each academic year. It is suggested that a student complete 10 hours in the fall semester, and the remaining 10 hours in the spring semester. Proof of mentorship is due no later than the last day of class each semester.

If a student fails to complete the hours, he/she will be put on probation and will be given one semester to both make up the missing hours, and complete the requirement of the current semester. If the student fails to make up the hours and be in good standing at the end of the following semester, he/she will be removed from the Honors Program.

### Service to the School- St. Francis Event Participation Requirement

To satisfy the requirement for service to the school for event participation, students must participate in **1 school event per semester**. Students may not count any event for which they are compensated, or are receiving college credit.

Students must pick any event that enables them to get involved with the St. Francis College community. Examples of school events consist of lectures sponsored by departments or clubs, Community Day, or functions sponsored by Students Events. While attendance at athletic events is strongly encouraged, this does not fulfill the school service requirement.

To receive credit for participating in events, students must submit a completed registration form from the event, a picture of themselves at the event, or other document that can account for the

service. Students are encouraged to submit documentation as soon as the events are completed. Proof of attendance is due no later than the last day of class each semester.

A total of **2 events** must be attended each academic year for a student to remain in good standing in the Honors Program. If a student fails to attend an event, he/she will be put on probation and will be given one semester to both attend an event and complete the requirement for the current semester. If the student fails to attend the required number of events and be in good standing at the end of the following semester, he/she will be removed from the Honors Program.

### **Service to the Community- Philanthropy Requirement**

To satisfy the requirement for service to the community, students must participate in **1 community event per semester**. Students may not count any event for which they are compensated, or are receiving college credit. Students may use a philanthropy event that they are involved in as a result of St. Francis College club membership.

Students can pick any event that enables them to give back to the larger community in a meaningful way. Examples of philanthropic events include fundraisers, walking for a cause, recycling campaigns, volunteering at a shelter or soup kitchen, taking part in projects at libraries, hospitals, or places of worship, etc.

Students are encouraged to take part in these activities as a group to build a sense of community. Once an activity is chosen, students should contact the Director of the Honors Program so that information about the event can be sent out to the entire Honors Program in order to both publicize the service opportunity and encourage others to attend.

To receive credit for participating in events, students must submit a completed registration form from the event, a picture of themselves at the event, or other documents that can account for the service. Students are encouraged to submit documentation as soon as the events are completed. Proof of attendance is due no later than the last day of class each semester.

A total of **2 events** must be completed each academic year for a student to remain in good standing in the Honors Program. If a student fails to attend an event/take part in an activity, he/she will be put on probation and will be given one semester to both attend an event/activity and complete the requirement of the current semester. If the student fails to make up the events/activity and be in good standing at the end of the following semester, he/she will be removed from the Honors Program.





