

A Resource for Honors Education  
at Penn State Brandywine

# STUDENT HANDBOOK

## 2016—2017

# Jane E. Cooper Honors Program



Achieving academic excellence with integrity

Building a global perspective

Creating opportunities for leadership and civic engagement

**Honors Program, Penn State Brandywine**

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**<http://www.honors.brandywine.psu.edu/>**

# **Jane E. Cooper Honors Program Penn State Brandywine**

The Cooper Honors Program shares the same mission, vision, and definition of diversity as Penn State's Schreyer Honors College.

## **Mission**

Academic Excellence with Integrity

Global Perspective

Leadership and Civic Engagement

## **Vision**

To educate men and women who will make important differences in the world, affecting academic, professional, civic, social, and business outcomes

To improve educational practices and to be recognized as a leading force in honors education nationwide

## **Definition of Diversity**

Diversity is defined broadly to include population differences in race, ethnicity, socioeconomic background, gender, age, sexual orientation, religion, abilities/disabilities, veteran status, international status, language, political persuasion, and regional or geographic origins, as well as different talents, interests, ideas, and creativity.

# Welcome New Cooper Scholars

This Student Handbook is dedicated to assist *new* Cooper Honors Scholars in getting oriented to the Jane E. Cooper Honors Program at Penn State Brandywine and to assist *all* Cooper Scholars throughout their undergraduate career.

The Student Handbook provides you with the information you need to identify the requirements and policies in the Jane E. Cooper Honors Program.

As a companion to the ANGEL group for Honors at PSU Brandywine, the Program website (<http://www.honors.brandywine.psu.edu>), and periodic emails from the honors program coordinator, this Student Handbook should help you chart your coursework and activities semester by semester. Periodic consultation with the coordinator of the honors program and your senior year thesis supervisor will also be very important. The faculty and staff of the Cooper Honors Program are eager to assist you if you have additional questions.

Please take the time to familiarize yourself with the contents of the Student Handbook now, and keep it in a safe place where you can refer to it whenever questions arise later. If you misplace it, a copy of the current Student Handbook is posted on the ANGEL group for Honors at PSU Brandywine.



Honors Scholars from the honors course Water: Science and Society, Spring 2011

## Meet Jane E. Cooper

Seven faculty members were hired to teach the first classes at Penn State Delaware County (now Brandywine) when it opened in the fall of 1967. They included a mathematician, a philosopher, an engineer, a historian, an English teacher, a Spanish instructor, and a biologist. The biologist was Dr. Jane Cooper, fresh from a teaching position at Drexel Institute of Technology (now, Drexel University), and not far removed from receiving her Ph.D. in zoology from the University of Pennsylvania.

Cooper, born in Bethlehem, Pennsylvania, was raised in Tulsa, Oklahoma, and graduated summa cum laude from Lindenwood College in St. Charles, Missouri, before returning to her home state and finding her way to Penn State. Early on – some would say from the day she entered the door – it was clear that the campus had more than a qualified biologist in its midst. Through her teaching and advising, her work with the faculty senate and official committees, and her personal interest in making life better for all who attended or came in contact with “her” campus, Jane contributed to the improvement and enhancement of virtually all aspects of student and professional life.

Among her many awards, Dr. Cooper held the Eberly College of Science’s C.I. Noll Award for outstanding teaching and advising; the campus’ Outstanding Teacher Award; the John D. Vairo Award for exceptional service to the campus; a faculty senate commendation for outstanding service; and multiple student association awards for service and advising. Shortly before her death, she received the Madlyn Hanes Prize for her outstanding contributions on behalf of the campus through exceptional achievement in teaching, research, scholarship, creative activity and service.

Dr. Cooper served as adviser to more than 1,000 students overall and to all students enrolled in premedical, allied health and biology related majors. She was instrumental in establishing, and served as a liaison to, the campus’ formal articulation programs with Thomas Jefferson University’s College of Allied Health Services and The Johns Hopkins University School of Nursing. She served in leadership roles on every major campus committee and was elected chair of the campus Faculty Senate five times.

*“It is very rewarding to help a student find a goal that is best suited to specific talents, or to the realities of the job market or professional world. In the end, the accomplishment belongs to the student. It is my privilege to watch it happen and to be a cheerleader. Graduates often come back to say thank you. I tell them that all I did was hold up a mirror for them. And I thank them for contributing so richly to my life.” -- Jane Cooper (1937-1999)*

# Jane E. Cooper Honors Program Information Resources

The Brandywine campus and overall University offer a wide-range of resources for students. Specific resources available to Cooper Scholars to help communicate opportunities within the program include:

## **Jane E. Cooper Honors Program Website**

The Cooper program website includes information for prospective scholars, current scholars, alumni, and faculty. Videos on the website detail faculty and student honors experiences. Please visit and explore the site at: <http://www.honors.brandywine.psu.edu/>

## **ANGEL Group -- Honors at PSU Brandywine**

After logging into ANGEL (cms.psu.edu), look under My Groups to find the Honors folder and the subfolder, Honors at PSU Brandywine. This ANGEL group contains all the important program information and forms needed for honors. For example, the forms for honors options and honors independent research projects are filed here.

## **Honors Coordinator**

Dr. Kimberly Blockett is the coordinator for the Cooper Honors Program. Students in the Schreyer Honors College should also consult with Dr. Blockett for program requirements.

# Jane E. Cooper Honors Program Contacts

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## Diversity

The Cooper Honors Program adopts the philosophy and views of the Schreyer Honors College on diversity. Both programs view diversity experiences in classroom pedagogy, in the curriculum, and in the community as essential to a quality undergraduate education and central to the college's mission. The definition of diversity is given at the beginning of this handbook. We believe that achieving academic excellence, building a global perspective, and participating in leadership and civic engagement are impossible without valuing and understanding diversity.

Undoubtedly one of the most important experiences you will have after beginning your academic career on campus is the opportunity to meet other students whose culture, life experiences, leisure activities, family background, religion, ethnicity, or sexual orientation are different from your own, and possibly different from that of the majority of students you have known in the past. Encountering this diversity is a tremendous opportunity for personal growth. Research has shown that many students meet their closest friends within their first week on campus. The Cooper Honors Program hopes that you will look for early opportunities to create a diverse friendship circle.

## Academic Integrity

Academic integrity is essential for remaining in the Cooper Honors Program. It is defined by the University Faculty Senate (Senate Policy 49-20) as:

*The pursuit of scholarly activity in an open, honest and responsible manner, Academic integrity is a basic guiding principle for all academic activity at The Pennsylvania State University, and all members of the University community are expected to act in accordance with this principle. Consistent with this expectation, the University's Code of Conduct states that all students should act with personal integrity, respect other students' dignity, rights and property, and help create and maintain an environment in which all can succeed through the fruits of their efforts.*

*Academic integrity includes a commitment not to engage in or tolerate acts of falsification, misrepresentation or deception. Such acts of dishonesty violate the fundamental ethical principles of the University community and compromise the worth of work completed by others.*

**\*Note that “falsification and misrepresentation” includes submitting honors paperwork without the approval of the faculty adviser/mentor. Any member of the Jane E. Cooper Honors Program who is found to have committed an act of academic dishonesty by the Brandywine academic integrity committee or who did not contest accusations of academic dishonesty made by the Brandywine academic integrity committee and waived in writing a review or hearing at Brandywine is subject to immediate dismissal from the Cooper Honors Program.**

The Cooper Honors Program will revoke the student thesis from the archives and transcript notation if a graduate is later found to have committed an act of academic dishonesty while a participant in the Cooper Honors Program.

## Academic Requirements

- All students admitted to the Jane E. Cooper Honors Program must attain a cumulative grade point average (GPA) of at least a 3.40 (B+) while maintaining full-time status (minimum of 12 credits) in the fall and spring semesters to remain in good academic standing. *Honors Scholars are expected to obtain much higher GPAs.* The modest minimum GPA value is set to encourage exploration of courses and majors across the curriculum, as well as to participate in co-curricular activities.
- Failure to attain a cumulative GPA of at least a 3.40 (B+) in one semester places a student on academic warning in the honors program for the following semester and removes the student from good standing in the Cooper Honors Program. Any honors funding a student may receive will not be impacted during the academic warning semester.
- Cooper Scholars with academic warning must raise the cumulative GPA to 3.40 (B+) by the end of the semester with academic warning. Failure to do so will result in the dismissal from the Cooper Honors Program, removal of any honors funding, and the termination of all other benefits and privileges of the Cooper Honors Program. This dismissal will not necessarily affect the student's status as a Penn State student.

***NOTE:** If you are placed on honors academic warning, you should consider taking no more than 15 credits in the semester following your academic warning. Once given academic warning, **you have only one semester to get your cumulative GPA back to 3.40.** You should also consider taking on fewer non-academic commitments.*

## Program Requirements

The following requirements must be met to remain in good standing in the Cooper Honors Program. Failure to complete any of these requirements may result in dismissal from the honors program, despite maintaining the minimum GPA. Students who have scheduling conflicts with courses for their major (that must be taken in a particular semester) may have the requirement modified. Please have your adviser for the major consult with the Honors Coordinator.

### **For all students each academic semester**

- Attend the Socratic Symposium, the gathering of honors students to share and showcase the research and creative accomplishments of honors students during the semester. This luncheon is held at 11:30AM on a Tuesday or Thursday towards the end of each semester. At the Symposium, students will also complete course and program assessments and surveys. **Failure to attend the Symposium will result in your being placed on academic warning and may result in your dismissal from the honors program.**

**For all students during each academic year**

- Attend not only the Socratic Symposium, but also one additional honors event per year, totaling three events per academic year.
- Submit all other required forms, such as Honors Option and Honors Independent Study, by the deadlines. Missed deadlines may impact your number of completed honors credits.

**For entering freshmen**

- First semester freshmen must enroll in the three-credit ENGL 030 and either PSYCH 100 (section 601) or CAS 100A (section 601).
- ENGL 030 satisfies the general education requirement for GWS.

**For students in the sophomore (preferably) or junior year**

- Enroll in HONOR 301H (Role of Knowledge in Society). This three-credit, interdisciplinary course develops the critical thinking and professional skills of students in research, analysis, presenting and publishing.

**For second semester juniors**

- Enroll in LST 301H (Information Research Methods and Systems). This one-credit course prepares students for the writing, analysis, and formulation of honors projects and theses proposals. Students should produce the literature review for the Thesis Proposal Report (TPR) due by the end of the junior year. The TPR forms are on ANGEL and must be submitted electronically along with a paper copy of the signed signature page to the Honors Coordinator. This proposal report must be filed by the deadline before you can officially begin your research.
- *Missing the TPR submission deadline will result in your dismissal from the honors program.*

**For students in the senior year**

- Attend a mandatory Senior Thesis Meeting with the Coordinator.
- Complete a senior thesis under the supervision of a thesis supervisor and thesis reader. See the project details under the Senior Thesis section of this handbook.

**For students attending conferences and fieldtrips**

- Pennsylvania State University has a Code of Conduct that students are expected to follow during trips. While away from campus, you are acting as representatives of the University and the Honors Program. Codes of Conduct are reviewed with students before departure from campus. Any violation of the codes will result in immediate dismissal from the honors program.
- While attending and/or presenting at conferences, the Honors Coordinator requires students to attend plenary lectures, talks and posters outside of their own research area and to complete a post-conference survey.

## Honors Senior Thesis Requirements

The senior thesis is the centerpiece of the Jane E. Cooper Honors Program, enabling the student to experience intellectual discovery and to produce independent scholarly work. Integral to the student's major, the project provides the opportunity to integrate material learned in the major with individual research and creative thinking beyond the classroom. While the student's personal and professional goals may serve as the foundation for the thesis, the project must be substantial, scholarly, and analytical; show thoughtful and meaningful engagement with the academic major; and demonstrate the student's initiative.

The following are required components of the senior thesis:

- 1) Enroll in the Honors seminar (HONOR 301H) during the sophomore or junior year. This course will provide the foundations needed for innovation, research, analysis, and presentation and publications skills.
- 2) Enroll in Information Research Methods and Systems (LST 301H) in the second semester of the junior year. Students will identify their thesis topic and work with the library staff. Before the end of the second semester junior year, the **Thesis Proposal Report** must be **completed and approved** by the faculty thesis supervisor and thesis reader.
- 3) All Scholars are required to give a public defense of the senior thesis. Typically, the most appropriate venue is to defend the thesis at the Honors Socratic Symposium.

Students may earn three-to-six academic credits for completing the thesis research in the senior year (via a 494 or 496 course or a 400-level writing-intensive course). **Scholars must keep in close contact with their thesis supervisor and thesis reader throughout the thesis work.**

The thesis supervisor and thesis reader determine the successful completion of the senior thesis. A final electronic thesis submission follows a template determined by the University. All materials must be submitted to the honors coordinator no later than the date established by the honors coordinator.

Note that your thesis supervisor and/or your thesis reader may refuse to approve and sign off on your thesis. If this occurs, and it is not possible to secure a replacement supervisor or reader, you will not officially graduate from the Cooper Honors Program. Your honors course notations will remain on your transcript, but you will not be recognized at graduation as graduating from the honors program, and the honors program notation will not be made on your final transcript.

# Graduation Requirements

## At the end of your junior year, please be sure to do the following:

- Make sure that you submit your Thesis Proposal Report (TPR) electronically and as a paper copy with a signed signature page to the Honors Coordinator. This proposal report needs to be filed by the deadline before you can officially begin your research. If you do not submit the TPR by the established deadline, you will not be able to complete the thesis and will be immediately dismissed from the honors program.
- Make sure that you register for the appropriate capstone course in your major, or submit the Honors independent study/research form if you intend to earn honors credits for any thesis research or writing courses with course numbers of 494 or 496.
- Review your transcript and your final semester schedules to ensure that you have met or will meet the 14-honors credit requirement for your junior/senior years.
- If you intend to graduate in three years, the Honors Program counts back two years from your intended semester of graduation, essentially eliminating your sophomore year and beginning the junior and senior years in the third semester. While upper-division courses do count as honors credits for students in their first or second year, these credits do not count towards the junior/senior years as a requirement if you are graduating in three years.
- Students with questions regarding graduation requirements should contact the Honors Coordinator.

## Meeting Your Honors Credit Requirements

There are four ways to satisfy your honors credit requirements:

- 1) Honors courses
- 2) Honors option courses
- 3) Honors independent study or research
- 4) Advanced-level courses (300 and 400 level) in the first two years

Honors courses, honors options, and honors independent study or research are all designated by an H or another honors suffix (M, T, U) on your student transcript. No “H” will appear on your transcript for Advanced-level courses, but these still count as long as they appear on your undergraduate transcript.

A quality grade (C or higher) must be issued for a course in order for it to be eligible to meet honors requirements. Therefore, if a student drops or fails a course or takes a course using the “Satisfactory/Unsatisfactory” Grading System, it will not count towards the completion of the student’s honors requirements.

Note that Penn State offers international study honors courses, or students can elect to develop an honors option project with a study abroad course. All Cooper Scholars are encouraged to pursue learning abroad.

## **1) Honors Courses**

The honors course is central to the honors experience. Its intent is to provide a rigorous examination of the subject matter, to engage the student fully in active scholarship, and to provide a stimulating atmosphere in which to work.

Honors courses are designated by the following suffixes: H, M, T, or U (with the exception of ENGL 030)

Honors courses have enrollment limits (usually of 20 students) and are taught by full-time, tenure-line Penn State faculty.

Some honors courses have no counterparts in the regular curriculum, while others are honors sections of regular University courses.

## **2) Honors Option Courses**

The honors option course permits a Cooper Scholar enrolled in a regular University course to make it an honors experience and to receive honors credit. Honors option courses are recommended primarily for work in your major. The course instructor/honors option supervisor must be a member of the Penn State faculty with a professorial appointment (i.e., a lecturer, assistant professor, associate professor, or professor), not a part-time instructor. The course may not revert to non-honors status without the permission of the instructor.

The following information is provided to campus faculty to facilitate the development of an honors option course:

- In an honors option, the honors course project should not be an add-on to all the routine assignments, but should be done as an alternative to some or all of the assignments. The project should also fit within the content and intent of the course syllabus.
- The honors option course should go more deeply into methodology, structure, and theory; address more sophisticated questions; and satisfy more rigorous standards than is generally expected.
- Simply increasing the volume of work required does not constitute an honors option. The character and quality of the work should be augmented, but the time required for the honors project should remain commensurate with the number of credits for a comparable honors course.
- A successful honors option experience includes planned regular meetings between the instructor and the student to review, discuss, and revise as the project develops. Whenever possible, specific deadlines should be identified.

- Faculty should feel free to stipulate clarifications, modifications, or alternatives to student proposals and to reject proposals that reflect no serious preliminary thought about projects worthy of honors treatment.
- Students may not be given monetary compensation for work done for honors option credit. Students may not earn honors credit for TA work.
- Students are ***required*** to write an abstract to summarize the procedure and results of the honors option project by the Friday of the second to the last week of classes. Honors students are also encouraged to present the results of their honors option investigations at the campus undergraduate research symposium EURECA and PSU University Park's Undergraduate Research Exhibition (<http://www.psu.edu/oue/exhibition.htm>).

To create an honors option course, you should:

- a) Approach a faculty member who is willing to work with you in developing an honors option project.
- b) Register for the course through LionPath (it will appear as a non-honors course).
- c) Complete the honors option paperwork in consultation with the course instructor. The honors option form is available in the Honors group in ANGEL.
- d) Submit the completed form online.
- e) Work regularly with your honors option professor on the project throughout the semester.
- f) Submit an abstract that summarizes the results of your honors option work by the Friday before the final week of classes. Failure to submit this abstract will result in NOT receiving honors credit for course.

### **3) Honors Independent Study or Research**

Ordinarily, honors independent study or research should represent inquiry, study, or research on a topic in which you have acquired some background. It should not duplicate the material covered by an existing course. It frequently forms the basis for an honors thesis (NOTE: The Cooper Honors Program allows a student to earn up to 6 total credits for honors independent study related to thesis research and writing).

To schedule honors independent study or honors research, you should:

- a) Secure a member of the full-time standing faculty who is willing to work with you in developing an honors independent study.
- b) Fill out and print the University College Independent Study form, found at the following website: <http://www.bw.psu.edu/Academics/independentstudy.htm>
- c) Develop a syllabus for the honors independent study with the faculty member. The syllabus should include dates, deadlines, a statement on academic integrity, and the grading policy.
- d) Obtain the following signatures on the University College Independent Study form: your research adviser, your academic adviser, and the Cooper Honors Coordinator

- e) Make a copy of all your papers before bringing the form to Academic Affairs for the signature of the Director of Academic Affairs. Leave the papers with either Mrs. Gail Wray or Mrs. Lisa Yanonis in the Office of Academic Affairs (212 Main Building). After the Director of Academic Affairs signs the form, the office forwards the form to the Registrar's Office, thereby officially enrolling you in the course.
- f) Go to the Honors group in ANGEL and fill out the honors independent study form.
- g) Submit the completed form online by the deadline.
- h) Work regularly with your honors independent study professor on the project throughout the semester.
- i) Be prepared to present your honors independent study work at the Socratic Symposium at the end of the semester. The Honors Committee realizes that you may not have completed your research, as the presentations occur before the end of the semester. You should present as much as you have completed in your research. You are required to submit an abstract once your project is complete.

#### **4) Advanced-Level Courses**

In some cases, freshmen and sophomore Cooper Scholars may enroll in advanced-level courses. Courses at the 300- and 400-level, even if they are not honors courses, may be counted toward freshmen and sophomore honors requirements in the first four semesters of enrollment. Scholars who plan to graduate in three years may only count 300- and 400-level courses taken in their first year of enrollment. An "H" suffix is not added to the course number.

## **Additional Resources for Honors Scholars**

### **Semester-long check out of Honors Kindles**

Honors Scholars at the Penn State Brandywine have the privilege of checking out Kindles for each academic semester (as available).

### **Short-term checkout of electronic equipment (laptops, recorders, etc.)**

The program has a variety of items available to help with academic projects. Check with the library front desk for an inventory list.

### **Honors in Web 2.0**

The following resources contain announcements and information useful to honors scholars.

Honors on Facebook: <http://facebook.com/psubwhonors>

Honors Program website: <http://www.honors.brandywine.psu.edu>

Honors on Twitter: <http://twitter.com/psubwhonors>

### **Fieldtrips**

Occasionally, honors fieldtrips are offered during the semester. The fieldtrips are typically connected with an honors course offering, a civic engagement experience, or the Common Read book. Students enrolled in the corresponding honors course are required to attend the fieldtrip. The fieldtrip is then open to other honors students for participation. Note that the honors fieldtrips are only offered to honors scholars, not to the general student population.

If a student enrolled in an honors course misses a required fieldtrip, no matter what the reason, the faculty member of that honors course reserves the right to request additional work (such as a 10-page paper) to compensate for missing out on the additional academic content. For students who confirm their attendance yet withdraw from the trip after the deadline, or are a no-show the day of a trip, the Honors Program has the right to request payment for entrance fees and tickets from the student to cover their cost. A “hold” will be placed on the academic account for each student until the payment is made.

For student athletes (this policy was developed in conjunction with Athletic Director James Gastner) – If the fieldtrips falls on the same day as a team practice, the student athlete must attend any required honors event. If there is a home game and the honors group is scheduled to return from a fieldtrip with enough time for the player to have a full warm-up before a game, the player goes on the honors trip. If there is an away game and the honors group is scheduled to return so the player can make the team bus/van, the player goes on the honors trip. If the fieldtrip occurs at the same time as a game, the student athlete may attend the game but will be required to complete an alternative academic assignment, designed in consultation with the honors faculty member, to substitute for the fieldtrip experience. Game schedules and departure times will be confirmed between the Honors Coordinator and Athletic Director.

## **Applying to the Schreyer Honors College**

Students remaining at the Brandywine campus or transferring to the Penn State University Park, Penn State Altoona, Penn State Berks, Penn State Erie, Penn State Abington (for the LAS degree), may apply to join the Schreyer Honors College in the second semester of their freshman year up until three semesters prior to graduation. Note that it is extremely competitive to be accepted into the Schreyer Honors College. The application requires a personal essay, evidence of high achievement, and an example of discipline-based writing. The Honors Coordinator contacts all eligible Cooper Scholars and reviews the application procedure when the application for Schreyer becomes available each spring semester.

## **Withdrawals and Dismissals**

Students may voluntarily withdraw from the Jane E. Cooper Honors Program by notifying the Honors Coordinator in writing.

Students who fail to meet the previously outlined Cooper Program requirements (GPA, number of honors credits, etc.) will be notified in writing of any dismissal action taken regarding their status as a Cooper Scholar. Also, as noted earlier, students found in violation of Pennsylvania State University's academic integrity policy are subject to immediate dismissal from the Cooper Honors Program.

Finally, students are expected to act with civility and professionalism as members of Penn State's Cooper Honors Program. During honors fieldtrips and functions, the Honors Coordinator will provide specific rules that scholars are expected to follow. When a departure time is set to leave campus for a fieldtrip, scholars are expected to be on time for bus/van departure. If the Coordinator requires students to stay with the group at all times, students are expected to respect these instructions and not stray from the group or enter unauthorized areas. If a student intentionally violates any of the rules set forth by the honors coordinator or acts in an inappropriate and/or unethical manner, the scholar is subject to immediate dismissal from the Program at the discretion of the Honors Coordinator.

# Staying on Track with Requirements Each Semester

The Jane E. Cooper Honors Coordinator serves as the honors adviser and is a major source of assistance in planning your education. You should first seek the assistance of your assigned Academic Adviser when selecting courses for your intended major, and then check with the Cooper Honors Coordinator to be sure you are satisfying the Honors Program requirements. You should meet with both advisers early and often.

## 1) Identify your academic adviser

- Use “LionPath” at [lionpath.psu.edu](http://lionpath.psu.edu) to find your adviser information.

## 2) For Registration advising, things to do before meeting with your academic adviser

- Find out your academic adviser’s preferred way for you to be in touch – email, telephone, or in person during office hours.
- Schedule an appointment as soon as the University Registrar Schedule of Courses becomes available online. To view the Schedule of Courses, be sure to select the “Brandywine” campus and the correct semester.
- Honors courses offered each semester are communicated to Cooper Scholars through ANGEL group mail.

## 3) Confirm with your Honors Adviser

- After meeting with your academic adviser, fill out the Honors Registration form available in the Honors ANGEL group. Include only the honors courses you are interested in taking.
- Email the form to Dr. Blockett for signature and confirmation of your honors selection(s).
- Print and sign the form upon receipt.

## 4) Register for spring semester courses

- Priority registration for Cooper Scholars begins the day before registration opens for seniors (typically mid-semester).
- **Take your signed Honors Registration form to the campus Registrar’s Office** (first floor Main Building).
- Go into LionPath and register for your non-honors courses.
- The form may be brought to the Registrar’s Office after the honors registration period.
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Repeat this process during the spring semester as you prepare your fall semester schedule.

***NOTE:** Priority registration is given to Cooper Scholars for two reasons: (1) to allow completion of a complex and challenging program of study combining multiple majors and minors; and (2) to allow for scheduling blocks of time to conduct research and thesis work. Be sure to take advantage of this Cooper program benefit!*

## Stay on Target! A Quick Semester Check Sheet

The Cooper Honors Program recommends that you complete these activities each semester in order to help retain good academic standing in Cooper Honors:

- ✓ Make sure that all Cooper Honors documents (Honors Option/Independent Study forms, Thesis Proposal Reports, etc.) have been completed (submitted and approved) on time.
- ✓ Review your current transcript and schedule to ensure that all of your honors credits are recorded and identified properly. This is especially important if you have filed honors option or honors independent study forms.
- ✓ Make sure that your semester and cumulative GPAs are correct. Sometimes students receive a deferred grade (DF) or no grade (NG) if work in a particular class will continue into the next semester. Please be aware that students typically only have six weeks into the next semester to complete such work. If a grade has not been assigned by that time, that grade will turn to an "F." It is very important to make sure that all grades have been assigned correctly.
- ✓ Check your adviser assignment to ensure that you are assigned to an appropriate adviser for your chosen major. If you are not assigned to an adviser, contact the Academic Advising Office on campus (first floor, Main Building).
- ✓ Meet with the Honors Coordinator to review your academic progress, discuss issues and opportunities, discuss how you can best satisfy your honors credit requirements, and plan your course of study for the following semester. Take the opportunity to discuss various plans, ideas, or progress, including study abroad, internships, and your honors capstone project.
- ✓ Notify the Honors Coordinator if you plan to take a leave of absence, study abroad, participate in an off-campus co-op or internship activity, or are planning to transfer to another Penn State campus or different university.
- ✓ Make sure that both your local and home addresses are up-to-date. You can update this information at any time via LionPath.
- ✓ Write all dates for honors activities (honors convocations, Socratic Symposiums, fieldtrips, etc.) on your calendar. Also make note of deadlines to submit honors paperwork for registration.
- ✓ Have fun! Join a club, participate in a service project, make new friends, challenge yourself, and most importantly... keep growing! Balancing academics and your personal life is essential.

# Stay on Target! A Quick Scheduling Guide

## First Semester Freshman Year

Enroll in the following required honors courses:

Honors Freshman Composition (ENGL 030, 3 credits)

*AND one or both of the following:*

Introductory Psychology (PSYCH 100, 3 credits)

Effective Speech (CAS 100A, 3 credits)

## Second Semester Freshman Year

Enroll in one 3-credit honors course, or create an honors option in a non-honors course

## First Semester Sophomore Year

Enroll in the following required honors course:

Role of Knowledge in Society (HONOR 301H, 3 credits)

Enroll in one 3-credit honors course, or create an honors option in a non-honors course

## Second Semester Sophomore Year

Enroll in one 3-credit honors course, or create an honors option in a non-honors course

NOTE: If HONOR 301H is your only honors course in the fall, you need two honors courses this semester

## Junior/Senior Year

Enroll in 14 honors credits, with one course required (LST 301H)

### Second Semester Junior Year:

Information Research Methods and Systems (LST 301H, 1 credit)