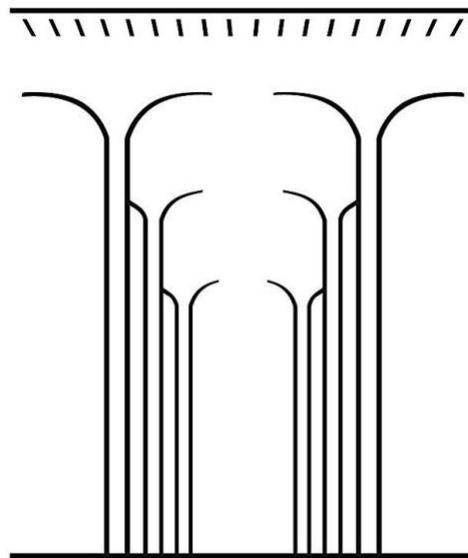


# The Honors College Handbook

2018-2019

University at Albany, SUNY



All experience is an arch  
Where thro' Gleams that untraveled world

Alfred Lord Tennyson

# HONORS COLLEGE HANDBOOK, 2018-19

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## Messages from the Dean



Exploring ideas and exercising one's intellect are among life's most enchanting activities, and The Honors College is designed precisely to provide such an inspiring environment for the students. The notion of “developing scholars” in the Honors community is a serious one, as students, faculty, and all other involved parties are eager to engage in scholarly pursuits to deepen understanding about this world, and are always *developing*.

Passion inspires learning, which takes place at so many sites. Whether it is classroom study, extracurricular activities, research endeavors, study abroad, or experiential learning, among many other possibilities, we are very proud that The Honors College is home to the future leaders of our society.

**Hui-Ching Chang, Ph.D.**

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### Our Mission

The Honors College is a vibrant community providing intellectual challenges to talented students who are ambitious in pushing the limits of knowledge in the classroom and beyond; maximizing the opportunities available to them; and committing to civic engagement through leadership, hard work, and responsibility.

### Our Vision

The Honors College will be an incubator for undergraduate research and scholarly accomplishments, an intellectual community grounded in critical inquiry and exploration. Through encapsulating diverse opportunities and connecting to the fabric of scholarship, as well as forging meaningful engagement among students, faculty, and staff via curricular and extracurricular activities, The Honors College asserts its influence over the entire campus and beyond.

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# I. The Honors College

## Who We Are

We are a *community of developing scholars*. Our students are in the earlier years of their development and the faculty are further along in their development, but all are engaged in the process of developing as scholars.

A scholar seeks to create knowledge rather than using only current knowledge or teaching this to others. Scholars work in many professions. Professors at research universities such as UAlbany spend a significant portion of their time creating knowledge through their research and other scholarly activities. A physician who gathers data from her patients as a way of understanding the distribution of a disease through a neighborhood is acting as a scholar. Similarly, a lawyer who gathers data to understand more clearly an influence on the verdicts that his clients receive is also acting as a scholar. A parent who observes and records the effectiveness of an intervention with a stubborn child is also acting as a scholar. Consequently, developing the skills of a scholar will be a benefit to all our graduates, regardless of their chosen profession or other domain of activity.

Crafting new knowledge is an exhilarating process. It challenges scholars to think more deeply and creatively. It provides great rewards when new knowledge is presented to others through scholarly publications or displays of creative work. It is into this world that students and professors in The Honors College are invited. We are academically accomplished and serious about our scholarly pursuits.

The students and professors in The Honors College have diverse characteristics. While these characteristics vary from person to person, several are shared in common.

### ***We are intellectual:***

- Interested in ideas; intrigued by the gaps in our understanding of people and the world; curious.

### ***We are ambitious:***

- Striving to teach more effectively and learn more completely; pushing the limits of our knowledge and creativity; searching for new ways to use our talents.

### ***We are involved:***

- Actively learning in the classroom, the research laboratory, or the studio; participating in campus and community activities; serving others.

## Administration

Hui-Ching Chang

- Dean of The Honors College
- LC-31
- email: [hchang3@albany.edu](mailto:hchang3@albany.edu)
- 518-442-3994

Gregory Bobish

- Honors Librarian
- LI-107B
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Renee Copperwheat

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- LC-31
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Anita Hanson

- Honors Advisor
- Student Support Center
- email: [ahanson@albany.edu](mailto:ahanson@albany.edu)
- 518-442-3969

Jennifer Killens

- Secretary
- LC-31
- Email: [jkillens@albany.edu](mailto:jkillens@albany.edu)
- 518-442-9067

## Governing Board, 2018-19

The Board of Governors sets policies for The Honors College and provides ongoing advice and support to the Dean of The Honors College. The Board of Governors includes the Dean (or the Dean's designee) of each College or School with an undergraduate education program; members of the UAlbany faculty; and honors students from the second-, third-, and fourth-year classes.

### *Deans:*

- Interim Dean Jason Lane, School of Education
- Dean Kim Boyer, Engineering and Applied Sciences
- Associate Dean Susanna Fessler, CAS
- Dean William Alex Pridemore, Criminal Justice
- Dean Karl Rethemeyer, Rockefeller College
- Dean David Holtgrave, Public Health
- Dean Nilanjan Sen, Business
- Dean Lynn Warner, Social Welfare
- Dean Robert Griffin, Emergency Preparedness, Homeland Security and Cybersecurity

### *Faculty:*

Dr. Jeffrey Berman, English/CAS  
Dr. Rita Biswas, Finance/Business  
Dr. Diane Dewar, Health Policy/Public Health  
Dr. Martin Hildebrand, Math/CAS  
Dr. Karyn Loscocco, Sociology/CAS  
Dr. Ronald McClamrock, Philosophy/CAS  
Mr. Dan Smith, SUNY Polytechnic Institute  
Dr. David Smith, Finance/Business  
Dr. Alissa Worden, Criminal Justice

\*The above list will be updated when new faculty members are selected.

### *Students:*

Representatives for seniors, juniors, and sophomores will be elected.

## **II. Facilities, Location and Hours**

### **Honors College Office—Lecture Center 31**

- Hours: M-F, 9:00 a.m. - 4:30 p.m.
- (518) 442-9067 or [honors@albany.edu](mailto:honors@albany.edu)

### **Honors Housing—Steinmetz/Melville and Empire Commons**

- Honors freshmen have the option of living in Steinmetz Hall, and sophomores in Melville Hall; both halls are in State Quad.
- Honors juniors and seniors have the option of living in select buildings of Empire Commons (please see policy on page 29).

### **Corner Office—First Floor of Steinmetz Hall**

- Honors students have the benefit of having advising sessions where they live. The honors academic advisor, Anita Hanson, is available at Steinmetz for drop-in or scheduled advising appointments at least once or twice a week during the semester. International Education advisors Jacqueline Ledermann and Danielle Leonard also visit us every other week for drop-in advising on study abroad programs, as well as international education and scholarship opportunities.
- A monthly schedule is posted on the corner office door.

### **Honors College Lounge—Lower Level, Steinmetz Hall**

- Couches, tables, chairs, and a microwave are available for The Honors College students' use to relax, socialize, or eat lunch. Students are expected to clean up after themselves and respect the sensibilities of others by monitoring their noise level. There are also bulletin boards for students to post information and announcements.

### **Honors College Library—Lower Level, Steinmetz Hall**

- Students will need to swipe their ID card to access the Honors College Library. This room contains the Honors College Faculty Scholarly Collection, a growing set of donated books written by UAlbany faculty. These books are available to check out but must be returned to the study room in a timely manner. A digital piano, donated by Dr. Simeon Ananou, has also been placed there, along with a floor lamp, rug, and music stand, for students to enjoy.

### **Commuter Student Lounge—B10 of Melville Hall**

- Tables, chairs, and whiteboards are available for Honors College commuter students to use to study, relax, or socialize. Students are expected to clean up after themselves and respect the sensibilities of others by monitoring their noise level. The lounge may also be reserved for classes.

### **Study Rooms—Steinmetz and Melville Halls, All Floors**

- The study rooms in Steinmetz/Melville throughout the floors provide quiet spaces for honors students to read, study, and complete group projects.

### **General Policy**

The use of Honors College facilities is reserved for members of the Honors College, and students should help maintain a clean, enjoyable environment. The following rules, consistent with the principles of individual responsibility and mutual respect, must be observed:

- No shoes on the furniture.
- No writing on the furniture or walls.
- No music in public areas with the exception of personal devices used with headphones or earbuds.
- Students are responsible for cleaning up after themselves and must not leave any trash or food.
- No smoking or chewing of tobacco.
- Flyers may be posted on bulletin boards, but no tape may be used on walls, doors, or furniture.

### III. Communications

The Honors College sees effective communication as key to the development of the honors community and the betterment of all honors students' undergraduate experience, both in the Honors College and as they explore the university and beyond. The following is a list of various channels of communication.

#### Honors College Website

- Students should frequently visit the Honors College official website: <http://www.albany.edu/honorscollege/>. The site is updated regularly and contains important information, such as Honors College courses, events, scholarships, announcements, and information about student organizations.

#### Honors College LISTSERV

- All Honors College students are automatically subscribed to two Honors College mail LISTSERVs: one a college-wide LISTSERV, and a second specific to students' classes.
- These are official media for the Honors College to communicate important information to its students. *Students cannot opt out of these two LISTSERVs.*
- All students are responsible for checking their UAlbany email accounts frequently and for being aware of information that is sent.

#### Remind App

- Students may also opt for more informal event reminders and immediate updates on matters concerning the entire group. Students are encouraged to join, so we can have even more effective communication, such as event reminders or emergency updates on unexpected situations.

#### Honors College Weekly Announcements

- Each Friday, The Honors College will send out a Weekly Announcement summarizing upcoming events or opportunities that may be beneficial to honors students, such as colloquia; scholarship opportunities; internships; graduate school; and other resources, on campus and beyond. These weekly announcements can also be found on our website (<http://www.albany.edu/honorscollege/75988.php>).
- Honors students who have information they would like to share with other honors students should send the information to Renee and follow these rules:
  - The information must be sent at least two weeks in advance of the event/opportunity.
  - Information received before Wednesday will likely be included in the announcement that same Friday. Information received on or after Wednesday will be included in the following Friday's announcement.

## **UAlbany Email Address Use**

- Students should only use their UAlbany email address to email faculty, staff, and fellow students. Doing so conveys professionalism and helps ensure that e-mails do not land in the recipient's spam folder.
- Appropriate use of the UAlbany email address is also important for personal security and safety. A UAlbany email address is assigned to one student alone, and that student can be confirmed as the intended recipient or authentic sender on the UAlbany Phonebook or a course roster. The same is not true of a non-university email account, which can be established under any name, even a false one.
- Thus, please do not use or respond to a non-UAlbany email address to make university appointments, set up meetings; exchange information; reveal your whereabouts; discuss grades or financial matters; and so on. Faculty and staff who insist that students use only a UAlbany email address have good reasons for doing so.

## **Honors College Facebook Page**

- Students should visit the Honors College Facebook page to see exciting honors activities and events, as well as photos: <https://www.facebook.com/ualbanyhonors/>.
- If you want to share your photos on the Honors College Facebook page, please contact Renee.

## **Honors College Newsletter and Other Social Media Connections**

- In Fall 2018, we will launch our Honors College Newsletter—please stay tuned!
- Plans are also in motion to create Twitter and Instagram accounts to better connect people in The Honors College.

## IV. Curriculum

### Requirements

To graduate from The Honors College, students must meet the following three sets of requirements PLUS their GPA requirements:

#### #1: Honors Course Credits

Take 18 credits in honors courses during the first two years (or 12 honors credits, if entering at the end of the first or second semester at UAlbany). Up to four of the 18 credits may be earned through one-credit seminars.

#### #2: Departmental Honors Program Requirements

Students in The Honors College are required to complete the honors program in their major during their second two years at UAlbany, if their major has an honors program. Students in a major that does not have an honors program should consult with the Dean regarding the program they will follow in their second two years.

#### #3: Honors Thesis or Creative Project

Students must complete a senior thesis or creative project during their senior year (See Section V for more information).

#### #4: GPA Requirements

Honors students are expected to meet the GPA requirements throughout their course of study at UAlbany.

- During their first semester as freshmen, honors students must achieve at least a 3.25 GPA; by the end of their freshman year, honors students must achieve at least a 3.30 GPA at the end of their freshman year (an average of their fall-semester and spring-semester GPAs).
- In each subsequent year, honors students must achieve at least a 3.5 yearly GPA. To ensure that students are performing well, The Honors College will review students' grades at the end of each semester and reach out to students whose Fall semester GPA falls below 3.5, to remind them about expectations concerning their yearly GPA.

Students who graduate from The Honors College will have an Honors College milestone noted on their transcript. In addition, each honors course is noted on a student's transcript.

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### Honors Courses

Most honors courses are limited to 25 students, and many are smaller. This allows discussion, debate, and other forms of active learning to occur throughout the course. Moreover, only professors who have a record of excellence in undergraduate education teach honors courses. Honors courses can be placed in two categories:

(1) **T-prefixed Courses:**

- These are courses offered at the 100, 200, 300, or 400 levels by respective departments.
- Many honors courses are designed to meet one or more General Education requirements, and some meet major requirements.
- Honors courses are listed within each department's course listing (with a T prefix) and on The Honors College website:  
[https://www.albany.edu/honorscollege/what\\_we\\_do\\_curriculum.php](https://www.albany.edu/honorscollege/what_we_do_curriculum.php)

(2) **Honors College Courses, including the following:**

- *TUNI 101 Honors Education: History, Theory, and Practice (1 credit; required)*  
Students will be introduced to university life, the roles of students and professors in the university; basics of research; and how to use the library, among many topics.
- *TUNI 102 Introduction to Honors Research (1 credit)*  
Students will be introduced to undergraduate honors research.
- *TUNI 110 Honors Writing and Critical Inquiry (3 credits; required)*  
Introduction to college-level critical inquiry with a focus on the practice of writing. Based on principles of rhetorical theory, the course emphasizes intensive practice in academic writing as well as writing in other contexts.
- *TUNI 150 Honors Topics (1 credit)*  
The Honors Topics seminar addresses: current/timely topics; specialized contents that are not included in the regular honors curriculum; interdisciplinary focus that crosses disciplinary boundaries; and topics that are in a "pilot" or experimental phase before being offered as a regular honors course.
- *TUNI 250 Honors Advanced Topics (3 credits)*  
The Honors Advanced Topics seminar addresses: a current topic for timely in-depth analysis; specialized contents not included in the regular honors curriculum for new insight; and interdisciplinary focus that crosses but also integrates disciplinary boundaries.

Please also note the following:

- *Students typically take three honors courses in each of their first two years.* There are some exceptions, however. For example, students planning to study abroad for a semester during their sophomore year may take four honors courses during their first year and two honors courses during their second year
- *Students must take the required number of credits.* In some cases, it is possible to extend the time for taking honors courses into a student's third year, if doing so advances a student's education plan. Exceptions must be applied for with Dean Chang.



## Departmental Honors Programs

To graduate from The Honors College, each honors student must complete the requirements for honors in his or her major, if that major has an honors program. You will be able to sharpen your expertise through the departmental honors program in your chosen field!

- Departmental honors programs usually stipulate specific course sequences to be followed; require students to take courses designed for honors students only, including a seminar for thesis proposal; and theses courses/credit hours. The requirements for completing the honors program in each major vary; more specific information can be found in the Undergraduate Bulletin ([https://www.albany.edu/undergraduate\\_bulletin/](https://www.albany.edu/undergraduate_bulletin/)).
- Some majors at UAlbany do not have an honors program. Honors students in these majors should consult with the program's undergraduate director or department head regarding expectations for honors students. Dean Chang should also be consulted about the requirements honors students will need to meet to graduate from The Honors College.
- Students who have two majors may complete the honors requirements for either major or can choose to complete the honors requirements for both majors. Students choosing to complete the honors requirements in both majors may be able to accomplish this by writing one thesis, depending on the content of the thesis.

### ***Applying to Departmental Honors Programs***

- Honors students are not automatically enrolled in the honors program for their major. They must meet the entrance requirements and apply through their major departments.
- Most students apply to their departmental honors programs during the spring semester of their sophomore year, but students are encouraged to reach out to their program director as early as possible, even as a freshman, if they have decided on their major.

### ***More information about Departmental Honors Programs***

- Information about departmental honors programs can be found on our webpage: [https://www.albany.edu/honorscollege/departmental\\_honors.php](https://www.albany.edu/honorscollege/departmental_honors.php).

Be sure to click

- The link to the [chart](#), where students will find a list of detailed information about the departmental honors programs (i.e., GPA and course requirements that must be met before applying; name and contact information of the honors program director; how and when to apply; etc.), as well as contact information for programs which currently *do not* have departmental honors programs;
- The link to [the description of each departmental honors program](#); and
- Links to each individual departmental honors program (toward the end of the page).



## List of Departmental Programs (Honors and Without Honors)

The following is a quick list of departments with and without departmental honors programs, and their contact information:

### Programs with Departmental Honors Programs

Major	Honors Director	Email
Actuarial and Mathematics Science	Steven Plotnick	splotnick@albany.edu
Africana Studies	Marcia Sutherland	msutherland@albany.edu
Anthropology	Elise Andaya	eandaya@albany.edu
Art (Studio)	Sarah Cohen	scohen@albany.edu
Art History	Sarah Cohen	scohen@albany.edu
Atmospheric Science	Robert Fovell	rfovell@albany.edu
Biochemistry and Molecular Biology	Richard Cunningham	rcunningham@albany.edu
Biology	Richard Cunningham	rcunningham@albany.edu
Chemistry	Paul Toscano	ptoscano@albany.edu
Communications	Priotr Szpunar	pszpunar@albany.edu
Computer Science	Pradeep Atrey	patrey@albany.edu
Computer Science and Applied Mathematics	Pradeep Atrey	patrey@albany.edu
Criminal Justice	Stacey Zyskowski	szyskowski@albany.edu
Documentary Studies	Gerald Zahavi	gzahavi@albany.edu
East Asian Studies (Chinese Studies; Japanese Studies)	Anthony (Tony) DeBlasi	adeblasi@albany.edu
Economics	Pinka Chatterji	pchatterji@albany.edu
English	Helen Elam	helam@albany.edu
Environmental Science	Robert Fovell	rfovell@albany.edu
Financial Analyst	Na Dai	ndai@albany.edu

Geography and Planning	Youqin Huang	yhuang@albany.edu
History	Mitch Aso	maso@albany.edu
Journalism	Thomas Bass	tbass@albany.edu
Latin American, Caribbean, and US Latino Studies	Christine Vassallo-Oby	cvassallo-oby@albany.edu
Linguistics	Lee Bickmore	lbickmore@albany.edu
Mathematics	Steve Plotnick	splotnick@albany.edu
Philosophy	Jason D'Cruz	jdacruz@albany.edu
Physics	Jesse Ernst	jae@albany.edu
Political Science	Zsofia Barter	zbarta@albany.edu
Psychology	Julia Hormes	jhormes@albany.edu
Public Policy and Management	Ed Stazyk	estazyk@albany.edu
Sociology	Angie Y. Chung	aychung@albany.edu
Spanish	Ilka Kressner	ikressner@albany.edu
Theatre	Andi Lyons	andi@albany.edu
Women's Gender and Sexuality Studies	Rajani Bhatia	rbhatia2@albany.edu

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### Programs with No Departmental Honors Programs

<b>Major</b>	<b>Contact</b>	<b>Email</b>
Accounting	Dennis Caplan	dcaplan@albany.edu
Bioinstrumentation	Marin Tenniswood	mtenniswood@albany.edu
Business (Digital Forensics)	Sanjay Goel	goel@albany.edu
Business (Information Technology Management; Marketing; Management; Entrepreneurship; Combined Concentration)	Ingrid Fisher	ifisher@albany.edu
Computer Engineering	Veronica Rowe	vrowe@albany.edu
Educational Psychology and Methodology: Human Development Major	Dayna Newman	dnewton@albany.edu

Emergency Preparedness, Homeland Security and Cybersecurity	Michael Baumgardner	mbaumgardner@albany.edu
Globalization	Ray Bromley	rbromley@albany.edu
Human Biology	Lawrence Schell	lmschell@albany.edu
Informatics	Michael Baumgardner	mbaumgardner@albany.edu
Languages, Literature and Cultures (LLC)	Ilka Kressner	ikressner@albany.edu
Music	Nancy Newman	nnewman@albany.edu
Public Administration and Policy	Stephen Weinberg	sweinberg@albany.edu
Public Health	Lue Ellis	lellis@albany.edu
Social Welfare	Mary McCarthy	mmccarthy@albany.edu

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### **Clarification: Graduating with Honors in a Major, but not graduating from the Honors College**

Students in a major that offers an honors program will graduate with honors in their major if they complete the requirements for doing so. This usually involves taking a specific set of courses (described in each department’s website) and completing a senior thesis or creative project. Students do not need to be in The Honors College to graduate with honors in their major.

Consequently, students with a strong focus in a particular major who do not want to participate in and graduate from The Honors College should consider graduating with honors in their major but not from The Honors College. Students in The Honors College who have a departmental honors program will graduate from The Honors College with honors in their major.



### **A Four-Year Guided Curriculum**

A distinctive feature of the Honors College is the availability of personalized advising. As an honors student, you will be supported by the honors advisor, the departmental advisor, and your departmental honors director! This multi-pronged approach ensures that you get the best support throughout your undergraduate career.

- (1) **Honors Advisor.** During summer orientation, all first-year students will be advised by honors advisor Anita Hanson regarding their honors course requirements, general course selection, and strategies for success. To schedule an appointment, please email Anita at ahanson@albany.edu.

- (2) **Department Advisor.** Once a student is accepted into their departmental major, students will receive an advisor from that department as well. Students will at that point have an Honors College advisor and a departmental advisor.
- (3) **Departmental Honors Program Director Advising.** Once a student is accepted into a departmental honors program, their honors/undergraduate director will also guide them through their major's pathways.

Here is a four-year program guide:

### ***First Year***

#### **Honors Courses and Other Courses**

- Look at The Honors College website to see what honors courses will be offered in the spring semester.
- Typically, honors students will take three honors courses during each of their first two years. Before you preregister for your spring courses, there should be a list of the honors courses that will be offered during your second year.

#### **Meet with Your Advisor**

- After the first few weeks of classes, make an appointment to talk with your advisor in the Academic Support Center.
- Meeting before the preregistration rush will give you a chance for a more leisurely and far-reaching discussion with your advisor.

#### **Checklist**

- Consider your general education requirements and when you will take those classes.
- Think about which honors courses to take over the next three semesters.
- Attend one of the meetings with second-year students to discuss courses.
- Make a tentative four-year plan of courses and meet with your advisor during the third, fourth, or fifth week of classes.
- Think about general education requirements and see which courses in your intended major and minor meet general education requirements.
- In your second semester, begin to explore the idea of joining a professor's research lab or studio.

### ***Second Year***

#### **Honors Courses**

- Continue to take honors courses during the second year. By the end of this year, you should have completed the honors courses that you must take.
- Those admitted as incoming freshmen must take 18 credits of honors courses, and those admitted during their first year must take 12 credits of honors courses, unless you have received permission to take a course in your third year.

#### **Admission to the Honors Program in Your Major**

- If your major has an honors program, check when you should apply. Many majors allow you to apply to their honors program during the second semester of your second year. Some require that you be admitted before the end of your second year.

- It is important to note that every major with an honors program requires that all students apply to it. Students in The Honors College must apply in the same way as other students at UAlbany, and must meet the same entrance requirements (entrance requirements usually include a minimum overall GPA; a minimum GPA in the major; and a certain number of courses in that major). Being in The Honors College does not guarantee admission into the honors program in any major.
- If your major does not have an honors program (i.e., if no mention is made of an honors program on your major/department website and if there is no listing for your major/department on the honors website), then you should schedule a meeting with Dean Chang to discuss the requirements that you will need to meet to graduate from The Honors College.

### **Talk with the Director of Honors Programs in Your Declared or Intended Major**

- Make an appointment to talk with the director of the honors program in your declared or intended major.
- Make sure you understand the requirements to graduate with honors in your major.
  - Talk about the process for completing an honors thesis in your major (more discussion about the honors thesis can be found in the next section of this Handbook, "Research and Scholarships").
  - Get answers: when should you get started?; are there specific courses you should take before beginning your honors thesis/project?; how should you go about finding an advisor for your thesis/project?
  - Talk about some of your research interests and ask for assistance in locating a professor with similar interests who can be your advisor.
  - If you have searched the department website for faculty research interests and have located one or more professors whose research coincide with yours, and who you might want as a thesis advisor, ask the director if she or he can tell you more about the availability of these professors.

### **Find a Research Advisor/Join a Research Team** (for those in most majors)

- If your major is in the social, biological, physical, or chemical sciences, or in mathematics or business, you should be thinking about joining a professor's research team by the end of this semester.
- Students in the humanities or the arts may not officially begin the research process for another semester or another year. However, it is always a good plan to explore ideas for research as early as possible.

### **Consider a Nationally Competitive Scholarship**

- Students who are highly accomplished academically (usually defined by scholarship selection committees as those with a GPA of at least 3.7) and who have leadership experience and community involvement, should consider applying for a nationally competitive fellowship or scholarship. Many are open to underclassmen, such as the Goldwater or Udall Scholarships, but it is never too early to start preparing your portfolio for post-graduate awards such as the Rhodes or Marshall Scholarship. Email Renee for more information; you may also want to check out these scholarships on the honors webpage (<https://www.albany.edu/honorscollege/scholarships.php>).

## **Checklist**

- Complete honors courses (unless you have obtained permission to take one next year).
- Apply to the honors program in your major, if required this semester.
- Meet with your advisors—both honors advisor and department advisor—to discuss your course plan for the next two years.
- Meet with the honors program director in your major (or with Dean Chang, if your major does not have an honors program).
- If appropriate in your major, join a research team.
- Read information about nationally competitive scholarships.

## ***Third Year***

### **Third Year, First Semester**

#### **Honors Courses**

- Check your audit to ensure that you have completed all your honors courses (or as many as you should have completed, if you have received permission to take an honors course in your third year).
- Be sure to note that some majors have specific courses for you to take during your third and fourth years, if you are to graduate with honors in that major. Be sure that you have sufficient room in your schedule to take these courses.
- Most departments require that you be admitted to their honors program by the end of the first semester of your third year (some have earlier deadlines, a few have later deadlines). Make sure that you have applied by this point.

#### **Checklist**

- Check your audit to ensure that all honors courses are completed.
- Make a course plan for the next three semesters.
- Meet with your major advisor, if you have not done so, to discuss your course plan.
- Apply to the honors program in your major, if you did not do so last semester.
- Depending on your major, participate on a research team or contact professors about joining their scholarly work, if you did not do so last semester.
- Consider an internship; gather information about possible internships.
- Consider a summer research placement and continue to explore possible nationally competitive fellowship and scholarship opportunities.

### **Third Year, Second Semester**

#### **Find an Advisor for your Honors Thesis**

- Unless your major has specific procedures that assign you to a thesis advisor at the beginning of next year, by the end of this semester you should have found an advisor to guide your honors thesis.

#### **Checklist**

- Find an advisor for your honors thesis/project.
- Determine the topic of your thesis/project by the end of this semester.
- Plan your summer thesis work.
- If appropriate, pursue an internship.
- If appropriate, pursue summer research.

## ***Fourth Year***

### **Fourth Year, First Semester**

#### **Graduation Requirements**

- Very early in the semester, check your audit to determine what requirements you still must meet to graduate: general education requirements; major and minor requirements; honors-course requirements; and total number of credits. Be sure that any specific course requirements can be met next semester, or you may need to add and drop courses this semester to complete a requirement this semester.

#### **Checklist**

- Check to see that you have met, or are meeting, all graduation requirements.
- Identify a thesis advisor if you have not done so already.
- Start writing your thesis.
- If needed, contact the honors librarian.
- Make a list of experiences you want to have before you graduate.
- Check in with your department's honors program director (or Dean Chang).

### **Fourth Year, Second Semester**

- Work on and finish your thesis (see submission requirements on page 24).
- Make sure you have met all requirements to graduate.

# V. Research and Scholarships

## Why Research Matters

Research is a creative process and an essential part of scholarship. Built upon the knowledge you have already acquired and extending your learning beyond the classroom, you will start with an intellectual challenge: given there is a question/phenomenon you'd like to explore, what would you need to do to find its answers/solutions and support your conclusion? This requires *creativity*—ability to tease out meaning from a seemingly muddy situation to devise your research questions; *analytical skills*—ability to see how different parts may be connected and how solutions may be in order; and *integration*—how the methods you have designed help you answer your questions. Of course, it also takes persistence and diligence and you must go through an informed process—i.e., formulate meaningful questions; learn research methods; acquire tools for data collection and analysis—to draw conclusions and finalize your project. Regardless of your discipline, research is what allows you to realize your passion for learning!

Naturally, being involved in research strengthens many of your academic skills; you will deepen your knowledge of your chosen topic; improve your ability to understand; and develop your critical-thinking and time-management skills. Research also offers many practical benefits:

- Involvement in research helps you prepare for the future, as it helps you clarify academic and career goals, either by solidifying your passion for a long-standing academic interest or by developing a new interest.
- It can make you more attractive to graduate schools, professional schools, and employers. Undergraduates who are involved in research are more likely to be accepted into graduate or professional programs than are undergraduates with no research experience.
- If you work as a research assistant or pursue a research or creative project under a professor's guidance, you will develop a connection with a professor. This connection can lead to a long-lasting mentoring relationship and it can enable the professor to write detailed letters of recommendation on your behalf.

It is never too early for honors students to get started in the research process. Whether you are a freshman or upperclassman, start seeking out research opportunities. It is never too late, even if you haven't been able to start earlier. Just start seeking out research opportunities now!



## Getting Involved in Faculty Research Projects on Campus

### ***Building Faculty-Student Relationship***

Many professors at UAlbany work with undergraduate students who pursue research projects under their guidance and, especially in some disciplines, as a research assistant. In the relationship between the professor and undergraduate researcher, student and professor both benefit from working together: the professor teaches the student about research and the topic being explored, and the student provides some of the knowledge and effort that is necessary to move the research forward. Research opportunities are not reserved for juniors and seniors only. There are opportunities for freshmen and sophomores as well. For many professors, enthusiasm and a willingness to learn are all that is expected of an undergraduate researcher.

As you start looking for research opportunities, it is important to identify your goals and objectives. What are your expectations from becoming involved in research? How much time can you commit to a research project? Do you have knowledge, experiences, or perspectives that might benefit a professor's research project (for example, knowledge about research methods, statistics, or a subject area that you have gained from your courses or through life experience)? Thinking about these issues will help you prepare to meet a professor to talk about your involvement in the professor's research.

### ***Step 1: Finding a Potential Research Project***

There are many strategies for finding a research project in which you might get involved. You will need to do some exploration to discover these opportunities!

- *Identify professors whose courses you have enjoyed or whose work has inspired or influenced you.* Find out about their research from their department's website. Make an appointment with them so that you can ask them about their research, express your interest, and discover whether they can guide you or even offer you a research assistant position.
- *Visit departmental websites, rich sources of information about faculty research interests.* Some faculty web pages list specific and up-to-date information about professors' current research. On other professors' pages, you may have to rely more on the titles of recent articles or books that they have written to get an idea about their research interests.

Don't limit your search only to your major department. Consider your research or academic interests from an interdisciplinary perspective and identify professors in several departments who may be doing research that you find interesting. You may find a professor with a perfect research project outside your major department.

- *Attend lectures on campus to familiarize yourself with professors whose research you find interesting.* Check the UAlbany event calendar and departmental postings about faculty presentations in fields that interest you. Of course, The Honors College's Weekly Speakers' Events provide exceptional opportunities for you to meet faculty members in person!
- *Participate in various university-sponsored research events to learn more.* Programs such as the Undergraduate Research Fair; SUNY and UAlbany Undergraduate Research Conferences; various department/college-specific conferences; and so on, are great opportunities for you to talk in person to faculty and student researchers, and to get yourself involved with research. Keep an eye on the various honors college announcements about these exciting opportunities.
- *Talk to fellow students, especially junior or senior honors students who have been involved in research, to learn about their experiences and to connect with them.* Graduate teaching assistants or other graduate students can also be good sources of information about professors and their research.
- *Talk to Dean Chang and/or departmental honors directors.* Dean Chang and honors directors are good sources to find out more about specific faculty members and their research. In addition, from time to time faculty members may recruit honors students to work as their

research assistants—you will be notified of such opportunities through honors college announcements.

- You can also email Undergraduate Research at [UGR@albany.edu](mailto:UGR@albany.edu) for more information about research opportunities.

### ***Step 2: Making Contact***

Once you have identified one or more professors with whom you would like to work, try to make an appointment to meet. Here are a few tips:

- *Making contact.* Send an email message or leave a phone message to make an appointment. You can also visit during professors' office hours or approach them before or after class.

Don't be discouraged if you do not receive a reply. It is possible that the professor is out of town or busy. After a few days, email or call again, or visit the professor during his or her office hours. In the meantime, try contacting other professors whose research interests you.

In your message, be sure to identify yourself as a student in The Honors College. You should also mention any of your coursework or other experiences that are related to the professor's research.

- *Knowing professor's research.* Before you contact the professor, familiarize yourself with her or his research interests, areas of specialization, or publications. This will allow you to show that you have some knowledge of the professor's specific area of interest or expertise when you meet (for example, "I read on your department's website that you are currently doing research on..."). State that you are interested in the professor's research and ask if you could join the research team, or if the professor has any openings for a research assistant. If indeed there is an opening, ask if you could arrange a meeting to talk about it.

### ***Step 3: Meeting the Professor***

Preparing for your first meeting with a professor is an exciting exercise. Here are a few tips:

- *Try to show that you are informed, prepared, and eager to learn and work.* As you did in your initial email or phone call, describe your interest in the professor's research. Be ready to discuss any knowledge you may have about this area (you do not need to know everything, of course). You may also want to describe your future plans and how this research experience is important to those plans.
- *Bring any written materials that might be helpful.* For example, you could bring your resume and an unofficial transcript of your coursework (perhaps with relevant coursework highlighted). You should also mention again that you are a student in The Honors College.
- *Be aware of time.* Keep the length of your meeting within the expected time limit (for example, a 30-minute period). It is important to be considerate of the professor, who faces many demands on his or her time.

- *After you have met with the professor, follow up with a short email.* Thank the professor for meeting with you and, if appropriate, say that your eagerness to be a research assistant with that professor was increased by the meeting.

#### ***Step 4: Finalizing the Arrangements***

If a professor agrees to let you join the research team, or offers you a research-assistant position, you should find out about the research environment and what your involvement will entail before you agree to participate. Going over the details of your involvement before you join the project will help to avoid future misunderstandings.

- Set up a time to discuss the project further and ask for materials or references to help you prepare.
- Discover how many hours each week you should commit to, and if you will serve as a research assistant, how much time you are expected to work; the tasks you will be expected to do; how often you will meet with the professor during the course of the research project; and how your performance will be evaluated.
- Your research experience may start with seemingly laborious work, such as exploring library books to identify relevant information. If you work as a research assistant in a lab, your work may include performing repetitive or apparently non-interesting tasks such as learning the protocols of the lab or setting up the work environment. Completing these tasks may not always be mentally stimulating, but they are an important part of research—they enhance your understanding of the research process, so you can better use your intellectual talents.

Finally, keep in mind the following...

- It is acceptable to approach more than one professor simultaneously about being a research assistant. If you receive more than one offer to join a research team, accept one and decline the others with thanks.
- If the professor is unable to include you in his/her research team or is not able to offer you a research position, do not be discouraged. Think of this experience as good practice for the next one. Review the process to see if there are things you might do differently in the future and search out other professors and other opportunities!

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### **Honors Thesis**

Whether a major does or does not have a departmental honors program, honors students must complete an honors thesis and/or creative project. This independent project will be guided and approved by the student's research advisor and departmental honors director/thesis committee (in departments with an honors program) or department head (in departments without an honors program). Knowledge gained throughout the student's undergraduate career culminates in an honors thesis, which should represent the student's best effort in producing original scholarship.

### ***Intellectual Curiosity Finds Its Best Expression***

- You choose a major for a reason, and you have intriguing questions that you need to answer. Your thesis is all about posing a question and finding its answer, under the guidance of a faculty member. Of course, your research journey is not uninformed but is grounded in the knowledge and analytical skills you have acquired over the years of your undergraduate adventure.
- It is likely that you will have already gotten some research experience on a smaller project or you may have worked as a research assistant and are familiar with the research process. If so, based upon that groundwork, it is time for you to develop your independent project, or you may start a new or different project.
- If you don't have any prior research experience before undertaking your honors thesis project,
  - *Discuss your thesis/research ideas with others.* Talk to Dean Chang or your professor/departmental honors director and seek their input as early as possible. They will be able to help you zero in on a possible and workable research focus.
  - *Talk to your honors librarian, Mr. Gregory Bobish.* Mr. Bobish is available to all honors students, on an individual basis, to help you find the materials that you will need for your thesis. He is well versed in what is available from our library and how to get material from libraries around the world. Even if you have the materials you believe you need, a check with Mr. Bobish may result in new sources of information that you did not know existed. Mr. Bobish can be reached through email at [gbobish@albany.edu](mailto:gbobish@albany.edu).

### ***Discipline Specific Thesis Project***

- What specific projects are considered acceptable depends on the field of study the student is in. In humanities, for example, an honors thesis may involve extensive writing, reflective thinking, and critical analysis. A project in social science (especially using quantitative research) and natural sciences may involve experimentation to test a stipulated hypothesis through data collection and statistical analysis. An engineering project may involve analysis of a condition and designing electrical/computer systems to solve that problem. A project in theater may include playwriting or stage design for a public presentation.
- Take a look at the ScholarsArchive to see theses completed by honors students in the past (<https://scholarsarchive.library.albany.edu/honorscollege/>). This should give you a good idea of what projects are suitable, and the magnitude of such projects, in your discipline.
- Whatever your project, you will
  - Posit a workable research question or hypothesis, and devise a plan to collect and analyze data, to answer or solve your question(s); and
  - Write up the results of your study, including citing relevant literature and articulating the significance of your study.

### ***Honors Thesis Timeline***

Students usually take their senior year (2 semesters), or the equivalent of 6-credit hours of effort, to complete their honors thesis.

- Departments having departmental honors programs may have sequenced thesis courses or a stand-alone thesis course for which students must register during their senior year. For departments that do not have such courses, students may register under independent

study, or not register for courses, to pursue their research. Check with your honors thesis advisor for clarification concerning these matters.

- Prior to undertaking your thesis project, you will need to develop your ideas and formulate a possible and workable research question. Your ideas may have been developed over the years you have pursued your major and come into more concrete shape only once you start working on your project. Here is a tentative schedule:

<b>Timeline</b>	<b>Activities</b>
Freshmen-junior years	<ul style="list-style-type: none"> <li>• Explore ideas and faculty expertise</li> <li>• Get involved with research</li> </ul>
Summer of junior year	<ul style="list-style-type: none"> <li>• Consult relevant literature to narrow down a thesis topic</li> <li>• Identify a research professor to guide your project</li> <li>• Formulate your research question(s)</li> <li>• Devise a research plan to collect and analyze data</li> </ul>
Senior year, first semester	<ul style="list-style-type: none"> <li>• Continue to consult literature</li> <li>• Start data collection and begin preliminary analysis</li> <li>• Start writing and revising</li> </ul>
Senior year, second semester	<ul style="list-style-type: none"> <li>• Continue data analysis and identify your results</li> <li>• Continue writing and revising your thesis</li> <li>• Complete and submit your thesis</li> <li>• If required, present your honors thesis in a public forum, such as research symposium or conference</li> </ul>

Of course, this process seldom follows a fixed, linear sequence, but rather goes back and forth, with steps overlapping and repeating. As you continue to refine your writing, you may want to add information and ideas you have not considered before; consult additional literature; revise again in light of new issues and observations; go back to re-examine the data; and so on.

### ***Finalizing Honors Thesis and Checking Over its Format***

If you are done writing your thesis, congratulations! However, a few formalities need to be observed:

- Your thesis should be presented in a professional and scholarly manner—it should include a title page; a table of contents; an acknowledgement page; and text, each with its own specific formatting requirements. Please check over the format carefully (see Appendix A, “Honors Thesis Front Matter Instructions”). Following the appropriate format is especially important, as your thesis will be included in the digital repository, “Scholars Archive.”
- Your thesis must be approved by both your thesis advisor and your departmental honors director (or department chair, if there is no honors program in your department). Some departments may also require a thesis committee to evaluate and approve your thesis.
- In addition to writing your thesis, you may be required to do a poster or panel presentation. Check with your department.

### ***Paperwork for Submitting the Honors Thesis***

- Submit your honors thesis electronically to [honors@albany.edu](mailto:honors@albany.edu) before the April 15 deadline.
- Submit your properly signed “Department Certification of Completion of Honors Thesis” (see Appendix B) form as a hard copy to the Honors College Office, LC-31. Concerning this form, please note the following:
  - Be sure to secure the signatures of your thesis advisor and your departmental honors director (or department chair).
  - There is a box indicating that the student understands that his/her thesis will be on UAlbany’s “Scholars Archive” database. Since this is a requirement, this box must be checked.

### ***After Your Thesis is Done—Maximize its Benefits!***

- *Try to submit your thesis to professional conferences.* Conferences give you the chance to showcase your work, engage in scholarly discussion, and network with scholars in your field. Such experiences enhance your resume, especially if you are interested in graduate school. Also keep in mind that it is okay to present a single study at multiple conferences. Here are a few possibilities (all in Spring semester):
  - SUNY Undergraduate Research Conference
  - UAlbany’s Annual Undergraduate Research Conference
  - The Undergraduate Research Symposium (sponsored by Biology)
  - English Undergraduate Research and Writing Conference
  - Psychology Poster Presentations
  - Other discipline-specific professional conferences
- *Try to submit your thesis to be considered for publication.* Ideally, your thesis will first be presented—and evaluated—at scholarly conferences, and based on the feedback of other scholars, you will revise your paper and then submit it for possible publication. You should also check with your thesis advisor to see if additional revision is needed, and if s/he would help you prepare your thesis for publication. Aside from your discipline’s scholarly journals, you may consider submitting your work for review at *URCA*, the *NCHC Journal of Undergraduate Research and Creative Activity* (<https://ureca.submittable.com/>)
- Your honors thesis could form the base of proposals you can write to apply for various scholarships and fellowships. Keep in mind that your thesis is part of your research portfolio and can be applied and expanded for many other purposes. With the literature you have consulted, the research you have done, and the familiarity you have with your chosen field of study, you are at least fifty percent ready to apply for prestigious nationally competitive scholarships.



### **Scholarships/Fellowships**

Honors students are encouraged to apply for scholarships, whether they are nationally competitive scholarships, university-based scholarships, or other scholarship/fellowship opportunities.

## ***Nationally Competitive Scholarships***

Nationally competitive scholarships provide generous funding for graduate or undergraduate study. In addition, they provide students who receive them with considerable distinction.

Students cannot apply for nationally competitive scholarships on their own. Many of these scholarships require institutional nomination, which means that professors and administrators from UAlbany must work with you on your application, and the university must nominate you in order for you to be eligible. Applying to nationally competitive scholarships requires careful long-term planning and consultation with a faculty mentor and the scholarship's faculty representative.

As The Honors College is tasked with overseeing the following scholarships/fellowships, your faculty representative for these is Dean Chang and the scholarship coordinator is Renee. Here is a description of some well-known nationally competitive scholarships you should strive for (please note that the Rhodes, Mitchell, Marshall scholarships are for seniors and recent graduates; the Goldwater and Udall for sophomores and juniors; and the Truman for juniors):

- [Rhodes Scholarship](#) - One of the oldest and most prestigious fellowship awards in the world. Provides funding for 2+ years for graduate study at the University of Oxford. Scholars also participate in leadership programs, retreats, and conferences at Rhodes House.
- [Mitchell Scholarship](#) - Opportunity for one-year postgraduate study in any discipline at one of 7 institutions in Ireland and 2 in Dublin. Up to 12 scholars are selected each year—scholarship covers tuition and accommodations and includes a stipend.
- [Marshall Scholarship](#) - For graduate study (1-2 years) at any of the 89 universities in the UK.
- [Goldwater Scholarship](#) - Geared toward students with research experience who are interested in a career in science, math, or engineering. Provides a scholarship (up to \$7,500/yr.) to help cover the cost of tuition, fees, books, room and board.
- [Truman Scholarship](#) - Offers students a scholarship up to \$30,000 for graduate or professional school, plus leadership development, networking, and unique internship and employment opportunities with the federal government.
- [Udall Scholarship](#) - One of the most prestigious environmental awards. Provides up to \$7,000 to cover eligible academic expenses plus networking opportunities. Geared towards students who have demonstrated a strong commitment to environmental issues OR to Native Americans/Alaska Natives committed to Native American healthcare or tribal public policy.

Whether you are just curious about various scholarships/fellowships you may be qualified for, or have questions about how to prepare your applications, please contact Renee right away—she will be able to advise you and provide more information about the above and other scholarships. Dean Chang will also be able to help you with writing your proposal/statement and connecting you with other faculty members. More information can be found here: <https://www.albany.edu/honorscollege/scholarships.php>.

## ***University Based Scholarships***

The University at Albany Foundation offers scholarships through funds endowed by donors, alumni, and friends of The Foundation. For more information about scholarships available through the

university, visit The University at Albany Foundation's webpage for Endowed Scholarships, Awards and Prizes (<https://www.albany.edu/uafoundation/uafscholarships.shtml>).

***External Scholarships and Other Opportunities***

External scholarships offer a range of opportunities for funding undergraduate and graduate study. Many of these scholarships are intended for a specific academic area. Consult the undergraduate advisor in your major or intended major for other local and national scholarship opportunities. See The Honors College's scholarship (<https://www.albany.edu/honorscollege/scholarships.php>), or check out the "Student Opportunity Center" database (described below) for more information regarding eligibility, specific due dates, and application procedures.



**"Student Opportunity Center" Database**

Student Opportunity Center (SOC) is an information service to which The Honors College subscribes, so all honors students will be able to search research, internships, scholarships/fellowships, conferences, and many other opportunities in their chosen field(s), both inside and outside the campus. Students can log-on to <https://www.studentopportunitycenter.com/> to explore.



## VI. Honors Community and Student Life

In addition to their academic work, honors students also share in a vibrant honors community. Faculty speakers and other experts come to visit honors housing to share ideas and inspire spirit, while students engage in honors college sponsored events and programs; plan other creative actions; and play leadership roles in these and other extracurricular activities.

### Honors Housing

Students in The Honors College can choose to live in honors housing. Honors freshmen and sophomores reside in Steinmetz Hall and Melville hall on the State Quad, and junior and seniors live in Empire Commons Buildings A and B. Living in honors housing facilitates honors students' ability to study together; attend social and educational events sponsored by The Honors College; form friendships with other honors students; and collaboratively create a vibrant honors community.



### Honors Housing at State Quad

Most events and activities take place in State Quad, where, currently, more than 90% of honors freshmen live in Steinmetz Hall. We also have facilities in Steinmetz and Melville Halls to make the honors community scholarly yet more personal, with home-like touches. Facilitating the growth of our "developing scholars" on all fronts and broadening everyone's horizons through connecting students among themselves and with faculty members have always been the goals of The Honors College. Honors housing is a key part of this endeavor.

**Honors College Lounge.** Located in Steinmetz Hall, this is the place where many activities, including Honors College Weekly Speakers' Events; yoga class; student-initiated programs; Thanksgiving and Holiday parties; and other social events, take place (see next section). Students also make excellent use of the space—they socialize, have meetings, and study in the lounge throughout the semester.

**Dean Chang's Apartment at Steinmetz 102.** Dean Chang, her husband, Professor Holt, and their three cats—Cutie, Yuki, and Ari—live in Steinmetz Hall, and the Dean welcomes students to stop by to say "hi"; to use her kitchen; to meet other students and faculty members; and to attend programs. Don't be surprised if you pass in the hallway and see their cats greet you!

**Advisors in the Corner Office.** At the Steinmetz Hall corner office on the first floor, you will find honors advisor Anita Hanson, at least once a week, and also advisors from International Education, who visit us on a biweekly basis to offer their advice on study abroad and other international programs and scholarships. Honors peer mentors also use this space to offer private tutoring sessions for other honors students.

**The Honors Library (Honors College Scholarly Collection).** The Honors Library is a multi-functional room: a total of 67 books donated by 17 faculty members are made available to students. There is also a digital piano with music stand, a floor lamp, rug, and a coffee machine, for students' enjoyment. This is a space for serious scholarship as well as relaxed social engagement, as students learn from their professors' scholarship, play piano to relax, and share ideas with others over a cup of coffee.

**Commuter Student Lounge.** Located in the lower level of Melville Hall and equipped with lockers, white boards, and office desk, this space is designed for honors college commuter students to study, relax, or socialize. The lounge may also be reserved for classes.

**Items to Check Out.** The Honors College has purchased several items available to check out throughout the semester. The items stored in Steinmetz Hall include Frisbees, yoga mats, a grill, and playing cards. Simply contact student assistant Katie Almon at [kalmon@albany.edu](mailto:kalmon@albany.edu) to sign out an item.

**A Reminder.** All freshmen honors students, whether living on campus or not, have access to honors housing at State Quad. Upper-class honors students who would like to have access to the lounge should contact Dean Chang. We hope all honors students will benefit greatly from the vibrant honors housing community!



## Honors Events and Activities

The honors community is enriched through a variety of scholarly and social engagements. About 30 honors events are held each semester, most in the evenings or on the weekends in Steinmetz Hall's Honors College Lounge. Here is a list:

- (1) Weekly Speaker Events.** Each week, we invite professors, administrators, outside experts, community leaders, and honors students to give talks and/or offer other programs to inspire ideas and share experiences. Examples include professors talking about their research experience from diverse disciplines; students sharing their study abroad and internship experiences; and outside experts talking about community engagement, among others. Most speakers have also shared meals with students. In addition to having speakers visit us in Steinmetz Hall, there will also be campus-wide scholarly events offered by the Honors College outside honors housing. An example would be our mini-conference, "Inside Stories of Scholarly Book Publishing—An Interdisciplinary Dialogue," where professors donating scholarly books to the Honors College came to the Science Library to share their insights. In addition, we tour various research labs to gain insight into scientific research. Keep an eye out for announcements for faculty and community leaders' visits and other events!
  
- (2) Social Events.** Aside from scholarly activities, there will be plenty of fun social events, such as Honors College Annual Talent Show; Halloween party; Thanksgiving party; Holiday Celebration; and so on, to enhance your social skills. When appropriate, some social events will be combined with other programs, such as combining Thanksgiving and

a reception for invited faculty members, and a welcome party with structured interaction between underclassmen and upperclassmen.

- (3) **Outdoor Programs.** Our activities are not limited just to campus, but we venture out to explore the world. These programs have included an excursion to the State Capitol; apple-picking; ice-skating; hiking in the park; and so on.
- (4) **Student-Initiated Programs.** Students are strongly encouraged to offer programs for other honors students, such as designing and teaching dance programs; organizing and performing a weekend concert; planning a campus visit to a research lab; and other creative events. Interested students should contact the Event Planning Committee to submit a proposal for review.
- (5) **Yoga.** Prof. McEwen offers yoga lessons every Monday at Steinmetz Hall lounge from 8:00 to 9:00 p.m. All students are welcome to take the opportunity to practice yoga postures, relax your muscles, and work out with other students.
- (6) **Events at the Performing Arts Center.** Each semester, The Honors College purchases a limited number of tickets from select programs at the Performing Arts Center, featuring music, dancing, or theater performance, for you to enjoy. Students can check out one free ticket per semester.
- (7) **Dean Chang's Tea Time.** From time to time, Dean Chang will be offering "tea time" for students to chat with each other, and play with her cats, over a cup of tea, chocolate, and desserts! In the past, we have also held yoga class, movie nights, cooking meals, meeting professors, and so on, in the Dean's apartment.

Aside from events offered by The Honors College, students are also strongly encouraged to attend numerous campus-wide programs and extracurricular activities. Honors students can take advantage of a wide variety of campus events, including major events such as Danetopia, Munch with the Majors, and Annual Undergraduate Research Conference; exhibits at the University Fine Arts Museum; a library tour offered by honors librarian Mr. Bobish or another designated librarian; among many other programs. Students are also encouraged to check out UAlbany's numerous club activities, as well as community service opportunities outside campus.



### **Honors Events Attendance Policy**

Honors students should participate actively in the intellectual and social community of The Honors College throughout their undergraduate career at UAlbany. They are encouraged to attend as many events as possible, taking best advantage of the university as a treasure trove of positive, uplifting experiences. Students who have attended all speakers' events throughout the semester will be recognized and receive a special award at the end of the semester. This is to ensure that honors students will expand their horizons by attending these intellectually challenging events.

**Although participation is voluntary, students who want the privilege of living in honors housing during subsequent years must attend at least SEVEN Honors College Sponsored Events for each Fall and Spring semester.**

More specifically,

1. The required SEVEN Honors Events include events noted in categories (1) through (4) (see above).
2. Only ONE Monday night yoga class (category 5, above) can count toward the required seven honors events.
3. The ONE Performing Arts Center program for which you receive a free ticket from the Honors College (category 6, above), can count toward the required seven honors events.
4. Dean Chang's Tea Time (category 7) is usually informal and will not count toward the seven events. Should there be exceptions for any Honors College event, such an exception will be noted on the announcement.

Students should also follow these stipulations:

1. When participating in any event, be on time and stay for the entire program. This is a commitment on the student's part and also shows respect to the invited speaker. *Arriving late or leaving early without advance approval will be considered non-participation.*
2. The above rule applies whether you currently live in honors housing or not. In other words, if you don't currently live in honors housing, and want to live in honors housing the following year, you will need to attend SEVEN honors events for each semester of the entire academic year.
3. Your attendance will be confirmed when you sign in or swipe your card for an event and when you leave after the event's conclusion. Your signature is the final arbiter of your attendance.
4. Students who do not attend the required SEVEN honors events for either semester will not be able to sign up for honors housing for the following year.



### **Student Involvement**

In addition to the above events, honors students are strongly encouraged to participate in and help organize various events and to play leadership roles in various activities and programs. These opportunities include, but are not limited to, the following:

- (1) Honors College Student Representatives.** Each year, The Honors College accepts nominations for student representatives to the Governing Board of The Honors College. The Governing Board is the group that sets policy for The Honors College. Members of the Governing Board include the deans of each of the University's colleges and schools, or their

designees; additional teaching faculty; and a sophomore, a junior, and a senior who are currently members of The Honors College, in good standing, and who were elected by Honors College students. Elected student representatives will help develop The Honors College and assist in its governance; we hope you will submit your own name, or nominate your fellow honors students, for consideration!

- (2) Honors College Event Planning Committee.** Our first Honors Event Planning Committee was inaugurated in 2016 and we have had two great years of success. Committee members organize and implement events, as well as work on policies concerning such events. Given the range of honors events, members will be hosting professors; inspiring talent shows; organizing a story-telling session; arranging an intern experience-sharing program; planning an Honors Ball or Honors Recital; designing posters; identifying events beyond campus; encouraging participation; or any other creative ventures. Committee members will also review and select program proposals submitted by students. Joining the Committee is a great learning opportunity for students to develop skills in teamwork and leadership, and you don't need to live in Steinmetz or Melville Hall to serve on the Committee—you just need to be enthusiastic, committed, and available! Veteran committee members are also encouraged to continue to participate.
- (3) Honors College Annual Talent Show.** The Honors College Annual Talent Show was inaugurated on October 25, 2017, when everyone enjoyed musical performances on the flute, piano, guitar, and saxophone, plus dancing, a mini-yoga session, stand-up comedy, poetry reading, and a multilingual presentation. Honors students are known for their academic talent, but they are equally talented in many other unique ways. The Talent Show provides an opportunity for honors students to share their artistic, verbal, or any other interesting or creative performances they want to showcase. We will be holding our second Annual Talent Show on Oct. 29, 2018 and your participation is strongly encouraged!
- (4) Honors College Freshmen T-shirt Design Contest.** Each year, The Honors College gives its incoming class a new T-shirt, so that they can represent their class in style. Since 2017, we have conducted a T-Shirt Design Contest for each class, with students voting for their favorite. The top 3 designers will receive a special gift, and the winner of course will get to see his/her design on the T-shirts of all his/her peers. Please submit your design!
- (5) Honors College Peer Assistance Program.** The Honors College Peer Assistance Program was founded in 2016 by Amanda Helak and Virginia Cooney. By connecting first-year with second-year honors students, the program aims to help Honors College students with their transition from high school to college. Peer assistants are available to answer student questions about the Honors College and UAlbany throughout the school year. Volunteers for peer assistants are welcome!
- (6) Honors College Vertical Project.** In addition to connecting freshmen with sophomores, The Honors College also plans to provide opportunities for students in similar fields of study, regardless of their year of entrance—hence the “vertical” designation—to get connected. The Project will enable juniors and seniors to share their experiences with underclassmen, and your participation is strongly encouraged!
- (7) POETs (Persons of Extraordinary Talent).** POETs are junior honors students who serve as orientation leaders during The Honors College's August orientation, when honors freshmen move into their residence halls two days before other first-year students arrive on

campus to receive orientation. POETs help the new honors students learn about UAlbany and The Honors College. The POETs will be the first people who will be important in the lives of these new honors students—and hence may become role models for freshmen—as they make their transition to university life and The Honors College. Please nominate yourself when we call for application/nomination in late spring semester!



### **Honor Societies**

Honor societies have a long tradition in higher education. They exist to recognize and promote excellence in academic accomplishment. Participating in honor societies can develop your leadership and professional skills, and honor societies can be a valuable way to network with students, faculty, and professionals in your field of interest. See our website ([https://www.albany.edu/honorscollege/honors\\_societies.php](https://www.albany.edu/honorscollege/honors_societies.php)) for more detailed information.



## VII. Academic Probation/Drop Rule and Student Conduct

### Academic Probation/Drop Rule

Students who do not meet the expected GPA will be dropped from The Honors College, except in the following situations:

- Students who are close to the expected GPA (defined as being within .25 of the expected GPA (e.g., a 3.00 to 3.24 during the first semester) may request that they continue in The Honors College by filing a petition (see Appendix C). They are also strongly encouraged to initiate a meeting with Dean Chang. During this meeting, the issues influencing the student's lower-than-required academic performance will be examined and strategies for overcoming the challenges caused by these issues will be explored (the focus of this meeting is to explore strategies that will help the student excel during the rest of his or her time in college—which is the goal that we have for every honors student).
- Students who are not close to the expected GPA but have experienced a significant issue over which they had little control that impeded their ability to achieve the needed GPA (e.g., a significant illness or a family crisis) may also file a petition to request to remain in The Honors College. We want to be sure not to penalize students who have experienced these types of issues during a semester.

Students' petitions will be evaluated by the Honors College Admissions Committee. If the student is allowed to continue in The Honors College, she or he will be placed on probation for one semester and must meet the yearly GPA expectations until graduation.

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### Honors Code

The Honors College is a community of scholars dedicated to research, academic excellence, and a pursuit and cultivation of life-long learning. Each member of The Honors College student, faculty, and staff commits to pursuing personal, academic and professional integrity; treating others with dignity and respect; honoring the rights and property of others; taking responsibility for individual and group behavior; and acting as responsible citizens in a free academic community and in the greater society. Any student conduct of individuals or groups, on or off campus, that threatens or violates these commitments may become a matter for action within The Honors College or UAlbany's system of student discipline.

The Honors College does not discriminate or permit discrimination or harassment of any form by any member of its community against any individual on the basis of race, ethnicity, color, culture, religion, national origin or ancestry, sex, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship or veteran status in matters of admissions, academics and students affairs, employment, or alumni relations.

Students are expected to comply with the Honor Code in all of their endeavors, including participation in course work; student organizations; research; publication; community service; and study abroad programs. Conduct in violation of the Honor Code, regardless of where the conduct

occurs, will be adjudicated in accordance with procedures approved by the Dean and senior staff members of The Honors College and/or UAlbany.

Students who violate the Honor Code will be subject to disciplinary action, including removal from The Honors College. Violations of the Honor Code include any intentional misuse or abuse of honors college privileges or resources. Students who have been dismissed or suspended from the University will be automatically dismissed from The Honors College. The Dean of The Honors College will consider application for readmission on a case-by-case basis. All honors college students are expected to abide by the Honor Code and are expected to adhere to its policies.

Every honors student should pledge to the following:

"As a commitment to these personal, academic, and professional standards upheld by the Honors College, as a student, I hereby pledge to respect, preserve, and promote the Honor Code of Conduct during my entire tenure at the Honors College. I agree to uphold high ethical principles in all personal, academic, and professional endeavors related to the Honors College and beyond, and to always be mindful of being a representative of the Honors College and the UAlbany community."



### **Standards of Academic Honesty**

The Honors College believes that academic honesty is fundamental to every phase of the scholarly process and expects academic honesty, in all academic undertakings, from every student in The Honors College. Academic honesty involves firm adherence to ethical conduct consistent with values based on standards that respect the intellectual efforts of oneself and others.

Ensuring standards of honesty in academic work and instilling a lifelong commitment to academic honesty is a collaborative enterprise involving honors college faculty, staff, and students. The Honors College believes that these objectives are best achieved as a result of consistent dialogue between students and faculty/staff mentors and by the examples set by members of the academic community.

Standards of academic honesty are violated when a student engages in certain actions, including:

1. Cheating or assisting in cheating inside or outside the classroom, on examinations, papers, projects, lab reports, assignments, presentations, etc.;
2. Plagiarism or the use of another's words, ideas, or creative productions without proper citation;
3. Paraphrasing or summarizing another's material in such a way as to misrepresent the author's intentions;
4. Use of privileged material or unpublished work without permission;
5. Intentional and deliberate falsification of research data; and
6. Omission or concealment of conflicting data for the purpose of misleading other scholars.

Academic dishonesty is a serious matter and will be adjudicated in accordance with procedures approved by the Dean and senior staff members of The Honors College and/or UAlbany. All Honors College students are required to fully acquaint themselves with information on Academic Honesty, Standards of Conduct, and Student Disciplinary Policies found in the UAlbany Student Handbook and also in <https://www.albany.edu/studentconduct/>.

# Appendices

## Appendix A: Honors Theses Front Matter Instructions

An honors thesis should be presented professionally. Before the main text, there are usually four pages in sequence (hence “front matter”):

### 1. Title page (the first page, with no page number identified):

Please follow the sample (see below) unless your department requires a different format (i.e., in some disciplines all the words are capitalized, in others only the first word is capitalized— check with your advisor). Please note the following:

- Pay attention to upper-case and lower-case letters.
- Next is the information about your affiliation and the purpose of the thesis. The thesis is in “partial fulfillment” because there are other requirements (e.g., grades). In some cases, the department name will appear in both places, “Department of.....” and “with Honors in .....”. When there is more than one major in a department, the department name will appear first and then your major will be listed in “with Honors in .....”.
- The Research Mentor, if applicable, is put in. If your work was supervised by a graduate student or postdoctoral fellow (as in a research lab involving a large research team), that person’s name goes here. The person’s name is followed by his/her degree (Jeffrey Haugaard, M.A. or Jeffrey Haugaard, Ph.D.). In humanistic and other studies when no research mentor is involved, you can just skip this line.
- Your research advisor is your professor. Again, it is the name and degree. If there is a second reader for your thesis, include: “Second Reader: (her/his name and degree).”
- The last piece of information on your title page is the month and year that your thesis is completed (e.g., May, 2012). There is NO page number on the title page. Every other page is numbered. Similarly, if you put your name or an abbreviated title on the top of each page, it is left off the title page.

### 2. Abstract (the second page, page ii):

Right after the title page is your abstract, typically 100 – 500 words long and rarely taking more than one page; it provides a complete but succinct summary of your thesis. It is usually single-spaced (the rest of your thesis will be double spaced), and does not contain any tables, graphs, illustrations, etc.

### 3. Acknowledgments (the third page, page iii):

This is your formal “thank you” to people you would like to thank, for example, your thesis advisor, members of your lab, other professors, advisors, or others at the university. They do not have to have been directly involved in your thesis. You can also acknowledge parents, other family members, roommates, partners, and others. Say a bit about why you are thanking them (e.g., Thanks to Professor ..... for her support throughout my research.....And, finally, thanks to

my parents for everything else.) We often do not take the time to thank people - so do it here - it will be there in perpetuity.

#### **4. Table of Contents (the fourth page, page iv, if there is no List of Figures and/or List of Tables):**

Here you put in page numbers for all your main headings/chapters (e.g., methods, results). Somewhat paradoxically, the only page that is not listed in the Table of Contents is the Table of Contents.

#### **An Important Note about Page Numbers:**

Number the pages of your thesis by observing the following rules:

- The title page DOES NOT identify a page number.
- You should insert a lower-case Roman numeral in your Abstract (e.g., ii), followed by Acknowledgements (e.g., iii), and then Table of Contents (e.g., iv and so on, if longer than one page).
- After these preliminary pages, main text pages should be numbered consecutively with Arabic numerals, starting with 1 and proceeding to the end of your thesis.

You may find the following explanation from the Office of Graduate Education useful:

“In numbering the pages of the dissertation, **every page should be counted** and all except the title page must have a printed number appear. The prefatory pages which precede the actual beginning of the first chapter, or introductory chapter, should be numbered in lower case Roman numerals.

The title page is counted within this preliminary sequence of Roman numerals, but **does not contain a printed page number**. The abstract is paginated within the lower case Roman prefatory pages. Beginning with the first page of the text material of the first, or introductory chapter, pages should be numbered consecutively, with Arabic numerals, starting with Arabic numeral 1 and continuing to the end of all material presented.” (see [https://www.albany.edu/graduate/assets/Dissertation\\_DIGITAL\\_Submission\\_Instructions.pdf](https://www.albany.edu/graduate/assets/Dissertation_DIGITAL_Submission_Instructions.pdf))

**\*Sample example of a title page**

**Interim Breakups in College-Student Romantic Relationships**

An honors thesis presented to the  
Department of Psychology,  
University at Albany, State University of New York  
in partial fulfillment of the requirements  
for graduation with Honors in Psychology  
and  
graduation from The Honors College

Lisa Seri

Research Mentor: Olivia Smith, M.A.  
Research Advisor: Jeffrey Haugaard, Ph.D.

May, 2013

## **Abstract**

\*Here you provide a summary of your thesis, about 100-500 words. Your summary should be succinct, covering the gist of your study.

\*This section should be single-spaced and left-justified.

### **Acknowledgements (An Example)**

Many people have helped me through the process of writing my thesis. Other students in our research lab, Bob Smith and Kristen Maslow, helped me think about creating my research questionnaire and helped me enter some of the data. I never would have finished my thesis without their help. Olivia Smith was particularly helpful creating a plan to analyze my data. Professor Haugaard helped me form my initial research questions and provided help and guidance throughout. He has also helped so much in my applications to graduate schools - thanks very much.

I have been supported throughout my four years of college by my roommate, Jennifer. We were roommates from our first day at college and we have been through so much together. I hope that I have been as good a friend to her as she has been to me.

And finally, thanks to my parents for almost 22 years of nurturing and encouragement. None of this would be possible without all that they have given me.

## Table of Contents (An Example)

<b>Abstract</b> .....	ii
<b>Acknowledgements</b> .....	iii
<b>List of Figures</b> (if any).....	iv
<b>List of Tables</b> (if any).....	v
<b>Introduction</b>	
A. Subheading, if any.....	1
B. Subheading, if any.....	3
<b>Literature Review</b>	
A. Subheading, if any.....	5
B. Subheading, if any.....	9
C. Subheading, if any.....	15
<b>Methods</b>	
A. Subheading, if any.....	17
B. Subheading, if any.....	20
<b>Results and Analysis</b>	
A. Subheading, if any.....	23
B. Subheading, if any.....	26
C. Subheading, if any.....	30
D. Subheading, if any.....	35
<b>Conclusions and Implications</b>	
A. Subheading, if any.....	40
B. Subheading, if any.....	42
C. Subheading, if any.....	43
<b>References</b> (or “Cited Work” or “Bibliography,” depending on the style you use).....	45
<b>Appendices</b> (if any).....	48
A. Appendix A (if any).....	48
B. Appendix B (if any).....	50

\*Please note that titles should be aligned and page numbers flush right.

\*Please note that titles on this page should match the titles in the text.

## Appendix B: Honors Thesis Checklist

**Name:** [Click here to enter text.](#)

**Thesis Title:** [Click here to enter text.](#)

- The thesis follows the sequence: Title Page, Abstract, Acknowledgements, List of Figures (if any), List of Tables (if any), Table of Contents, Text, Appendices (if any), and References.
- No multiple colors unless relevant to the purpose of the study.
- No fonts larger than 12-point unless relevant to the purpose of the study. Please consider using Times New Roman, 12-point throughout your thesis, as this is preferred type font for all official documentation.

### Preliminary pages

Title Page:

- Contains all elements; capitalization and punctuation are correct

Abstract:

- Single-spaced, 100-500 words, left-justified
- The title "Abstract" bold and centered

Acknowledgements:

- Single-spaced, 100-500 words, left-justified
- The title "Acknowledgements" bold and centered

Table of Contents:

- Headings/subheadings follow outline form and match the headings and page numbers in the text
- Headings/subheadings aligned and page numbers flush right
- The title "Table of Contents" bold and centered

Pagination: Use lower-case Roman numeral for preliminary pages

- No page number on the title page. If you put your name or an abbreviated title on the top of each page, it is left off the title page.
- Every other page is numbered consecutively, starting with Abstract (e.g., ii), followed by Acknowledgements (e.g., iii), and then Table of Contents (e.g., iv and so on, if longer than one page). If you have a List of Figures or List of Tables, insert them before the Table of Contents and paginate consecutively.

### Main Text

- Main text pages are numbered consecutively with Arabic numerals, starting with 1 and proceeding to the end of the thesis
- No orphans or widows

### References (or Bibliography or Cited Work, depending on your citation style)

- All entries follow alphabetical order by authors' last name
- Entries follow APA style carefully (or other styles specific to your discipline) and no missing information
- In all your entries, please pay close attention to upper-case and lower-case letters, as required by your chosen style format
- If you are using APA style, here are two useful websites to check your references:  
(1) <http://irsc.libguides.com/apa/journalarticlereferenceexample>; and (2)  
[https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/reference\\_list\\_articles\\_in\\_periodicals.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/reference_list_articles_in_periodicals.html)
- We may print out your reference list and mark places where mistakes need to be fixed

See [Honors College Handbook](#), pp. 35-40.

## Appendix C: Department Certification of Completion of Honors Thesis

### The Honors College University at Albany

#### Department Certification of Completion of Honors Thesis

- Successful completion of a senior honors thesis is required for graduation from The Honors College.
- The determination of whether a student's work satisfies the criteria for a senior honors thesis is left to each department.
- Each honors student must return this completed certification, along with an electronic copy of his or her senior honors thesis, to The Honors College office.
- This certification must be signed by the student's thesis advisor and by the Director of the department's honors program. If no program exists, the certificate must be signed by the Chair of the department.
- The student must agree to the last statement, as it is a requirement for honors theses to be on Scholars Archive.

**Student's name** (printed): [Click here to enter text.](#)

**Thesis title:** [Click here to enter text.](#)

**Department in which the thesis was completed:** [Click here to enter text.](#)

#### Certification of the successful completion of the senior honors thesis:

Senior honors thesis advisor:

<a href="#">Click here to enter text.</a>	_____	<a href="#">Click here to enter text.</a>
Printed name	Signature	Date

Director of Department Honors or  Department Chair (if no departmental honors program) (check one)

<a href="#">Click here to enter text.</a>	_____	<a href="#">Click here to enter text.</a>
Printed name	Signature	Date

Second Reader (if applicable)

<a href="#">Click here to enter text.</a>	_____	<a href="#">Click here to enter text.</a>
Printed name	Signature	Date

#### Consent for Scholar's Archive:

I understand that my thesis will be put on UAlbany's Scholars Archive database

