

HANDBOOK

MacKenzie King Honors Program

The Gladys W. and David H. Patton College of Education

Ohio University

I. Introduction:

The Gladys W. and David H. Patton College of Education offers the MacKenzie King Honors Program to academically qualified students. This Honors program provides an advanced and challenging educational experience related to the study of topics in each of its undergraduate departments. The Honors program provides opportunities for involvement in independent scholarly work, one-on-one interaction with faculty, and in-depth study of human and consumer sciences, recreation and sport pedagogy, or education.

Throughout the Honors Program, students work under the guidance of a Faculty Honors Advisor, with support from members of an Honors Program Committee (advisor plus one or two additional faculty members) to plan and complete scholarly projects. Students complete an Honors course sequence: PCOE 4900H (Seminar; 1 semester hour), 4920H (Practicum; minimum 3 semester hours), 4930H (Readings; minimum 3 semester hours), and 4950H (Thesis; minimum 3 semester hours) during which a project is designed, executed, reported in writing, and presented to the students' honors advisory committee and others. Projects may be research, development of educational materials, in-depth senior term papers, or original creative works (as approved by the advisor, honors committee, and honors program coordinator. Those students who successfully complete their Honors projects receive a special designation on their diplomas. The title of the Honors project is listed in the Ohio University commencement program.

II. Advantages of the Program:

Students have several advantages as a result of being eligible for and participating in the Mackenzie King Honors Program. Each student will:

- Gain experience in critically exploring an area of academic interest under the direct guidance of an experienced scholar.

- Engage in focused, scholarly writing with the opportunity for dissemination of final work.
- Be better prepared for further graduate or professional study in specific academic fields and post graduate work in general.
- Graduate with special distinction.

III. Eligibility for Admission to the MacKenzie King Honors Program:

- Students must have a declared undergraduate major in The Gladys W. and David H. Patton College of Education. They must also have at least a cumulative grade point average (GPA) overall that falls within the top 20% of students of similar rank (e.g., sophomore, junior), and is no lower than a 3.3¹ in order to begin the Honors program.
- Students must complete 60 semester hours by the end of the term in which they apply.
- Students must have at least one more academic year of study at the time of application to the program.
- Students are strongly encouraged to identify potential Honors Advisors and project interests *prior* to entrance into the program, and indicate this choice on the Honors Program Application Form (See Appendix A).
- Students must be willing to devote the time and energy needed for a more demanding and challenging curriculum.

IV. Overview of Program

Honors Contract and Curriculum:

A student completes a MacKenzie King Honors Program Contract (See Appendix B) with his/her advisor in order to outline participation in and commitment to the program. The Honors

¹ In the rare event that an exceptional student expresses interest in participating in the Honors Program but does not fall in the top 20% ranking, a faculty member must nominate the student and the Honors Advisory Committee and the Associate Dean for Outreach and Regional Programs of the Patton College of Education must approve the student's admission to the Honors Program. A student must have a minimum 3.0 GPA to receive a nomination from a faculty member.

Contract focuses on a schedule of planned coursework and the proposed content of the Honors project. Courses outlined in the student Honors Contract must:

- Meet the minimum credit hours required for a Bachelor's degree by Ohio University.
- Meet university requirements under the catalog of admission applicable to the student.
- Include the Honors course sequence: PCOE 4900H (Seminar; 1 semester hour), 4920H (Practicum; minimum 3 semester hours), 4930H (Readings; minimum 3 semester hours), and 4950H (Thesis; minimum 3 semester hours). A maximum of 12 credit hours earned toward graduate requirements is allowed in this sequence.
- Include one research methods course at the 3000, 4000, or graduate level (if not required in major). Courses taken by honors students in the past have included: SOC 3500: Elementary Research Techniques; EDRE 5010: Introduction to Research Methods; EDRE 7510: Introduction to Qualitative Interviewing Methods in Education.
- Include other courses that are more rigorous than those required for the standard major. A more rigorous program may include: (a) graduate courses (permission from the graduate course instructor and a form, available from the Honors Program Coordinator, are required); (b) advanced undergraduate courses in mathematics, statistics, and other areas; (c) more credit hours than necessary for graduation; and/or (d) a unique combination of courses that serves the purpose of the honors project, when appropriate.

The MacKenzie King Honors projects are carried out over a minimum of two semesters, though three semesters are recommended. Credit is awarded when the student enrolls in the Patton College's Honors series PCOE 4900H (Seminar; 1 semester hour), 4920H (Practicum; minimum 3 semester hours), 4930H (Readings; minimum 3 semester hours), and 4950H (Thesis; minimum 3 semester hours). The honors project can take several forms, including:

- A research project, frequently a part of a faculty member's larger research project.
- A comprehensive design or creative analysis project.
- Educational materials or curriculum, including designing, implementing and evaluating materials.

Honors Project Proposal and Completion Time Line:

Prior to Applying to the Program: The student will be notified of eligibility based on GPA and credit hours completed at the beginning of the fall term. Students are encouraged to talk to faculty members about their research or project ideas, to identify faculty members as potential Honors advisors, and to develop their project interests prior to applying. Preference will be given to those students who have identified potential advisors prior to applying.

- Applying to the Program: Application (Appendix A) should be submitted to the Associate Dean for Outreach and Regional Programs in The Patton College, who serves as the MacKenzie King Honors Program Coordinator.
- Acceptance to the Program: The members of The Patton College Undergraduate Committee review applications and make recommendations to the Honors Coordinator regarding admission. Students will be notified of acceptance status by the end of month following their applications.
- After Acceptance into the MacKenzie King Honors Program and Prior to Initiation of Honors Coursework: The Honors student will submit the MacKenzie King Honors Contract (See Appendix B) and select an Honors Advisory Committee (See Appendix C). The MacKenzie King Honors Advisory Committee must include the honors project advisor and one or more faculty members who have approval to teach in graduate programs (See Appendix G). The functions of the committee shall be to approve the Honors project proposal coursework, judge the quality of the final project, and approve the final product.
- Two to three semesters Prior to Anticipated Graduation
The student will enroll in PCOE 4900H (Seminar; 1 semester hour), and, with guidance of his/her advisor, the student should prepare the project proposal. The student should submit the typed draft of the proposal (often accompanied by a draft IRB proposal²) to the advisory committee. The Proposal Defense Report Form (Appendix D) should be attached to the proposal. The advisory committee reviews and reacts to the student's proposal prior to the initiation of the project. Where

² When appropriate, Human and Animal Subjects Guidelines must be followed and Institutional Review Board (IRB) approval must be secured.

appropriate, the advisory committee may meet with the student to discuss the proposed project.

The MacKenzie King Honors Project proposal should include:

- Title page
- Statement of the problem.
- Introduction, which gives background for the problem and describes the rationale for investigating the problem.
- Statement of major purpose, which is a concise statement of what the study or design seeks to find out.
- Definition of terms, which describe any concept included in the study that might not be readily understood by a general audience.
- Research Project Only – Hypotheses or Questions: Concise statement of the questions and/or expected outcomes of the investigation.
- Research Project Only – Rationale: Explanation of the principles, underlying reasons, or rational foundations for the questions and/or hypotheses – plausible evidence as to why the outcomes are anticipated as stated.
- Review of related research or study, as necessary for the selected topic.
- Methods to be used in project, including instrument and statistical analyses to be used if it is a research project.

Senior Year – Fall and Spring Semesters (or two terms prior to graduation):

- Students will carry out activities related to the honors project, conferring as necessary with the project advisor.
 - Two to three semesters prior to graduation, the student will enroll in PCOE 4930H (Readings; minimum 3 semester hours), Readings may be taken for one to three credits per term.
 - At least two semesters prior to graduation, the student will enroll in PCOE 4920H (Practicum; minimum 3 semester hours). The project is carried out during this practicum work.
 - Typically, during spring term of the senior year (or term prior to graduation), the student will enroll in 4950H (Thesis; minimum 3 semester hours) and will complete his/her project. The thesis may take the form of completed

instructional materials, a completed project report or comprehensive design (suitable to submission to a peer reviewed or juried award show), or a manuscript suitable for submission to a peer-reviewed journal or conference proceedings. Analysis of data and outcomes resulting from the practicum are characteristic elements of the thesis work.

- During the spring term (or term prior to graduation), students will submit their projects and defend them in an oral examination. All written or project materials are to be submitted two weeks prior to the oral examination. The project paper will include all of the parts required of the proposal, as well as the results, discussion, conclusions, references, and, if necessary, an appendix section. The oral examination will be administered by the advisory committee. The oral examination will begin with a 15-minute oral summary of the thesis/project or report. The oral summary is followed by an oral examination in which students are questioned about their project. After the oral examination, the Committee may instruct the candidate to correct any errors discovered during the evaluation process.
- All MacKenzie King Honors Students are expected to present their work at the Ohio University's Student Research and Creativity Fair, typically held during spring term. Honors students are encouraged to also seek a second venue for public presentation such as a Patton College poster showcase, Patton College research session, or a professional organization poster showcase. It is required that all students, whether on campus or not, return to present their projects during these events. The poster is not intended to be your final honors project, but rather a vehicle to share your work with others.
- A copy of your project is to be turned in to your Honors Advisor if appropriate. Additionally, an abstract of your final project is to be turned in to the Honors Program Coordinator in The Patton College.
- The MacKenzie King Honors Project Approval Form (See Appendix E) is to be forwarded to the Honors Program Coordinator immediately following the Student Research and Creativity Fair. Students who satisfactorily complete an honors project will graduate "with distinction" printed on their diplomas.

V. Honors Program Personnel:

The Honors Program Coordinator:

The Honors Program Coordinator is the Associate Dean for Outreach and Regional Programs in The Patton College. S/he will oversee the process for all students in the MacKenzie King Honors Program. It is the duty of the Coordinator to:

- Advise via letter students who are eligible for the MacKenzie King Honors Program no later than fall of their junior year; eligible students should receive information about the Honors program during fall of the sophomore year.
- Advise faculty of students in the Gladys W. and David H. Patton College of Education whose grade point averages make them eligible for the MacKenzie King Honors Program. Faculty will be advised in the Fall term of the students' sophomore and junior years, in order to allow time to encourage students to enroll.
- Advise, in consultation with the major program Faculty Advisor as appropriate, students of the program's requirements, including any additional coursework necessary to prepare the student for thesis work. Collect the appropriate forms along with the student's outline describing the project. If needed, provide the student with a copy of *Guidelines for Preparation of the Thesis*, or other pertinent information regarding the project's written format.
- Provide the dean and department chairs the names of students participating in the program, their thesis or project titles, and names of their faculty advisors.
- Keep the dean and department chairs informed of all MacKenzie King Honors Program activities.
- Inform faculty advisors of their responsibilities with respect to advising Honors students.
- Ensure that the Patton College offers the thesis course sequence, PCOE 4900H (Seminar), 4920H (Practicum), 4930H (Readings), and 4950H (Thesis) in its curriculum – with appropriate faculty members listed as instructors of record. .

Advisory Committee Members:

The members of the Patton College Undergraduate Committee review all MacKenzie King Honors Program applications and serve as an advisory committee to the MacKenzie King Honors Program Coordinator. The UG Committee members advise the MacKenzie King Honors

Program Coordinator, make recommendations for admissions into the program, and offer assistance and expertise in the development and execution of the Program.

Honors Advisors:

All faculty members with approval to participate in graduate education are eligible to be selected by students as their advisors for the program. Students applying to the MacKenzie King Honors Program are encouraged to consider names of faculty listed with the following special distinctions as they seek their Honors Advisors. It is important that each student in the MacKenzie King Honors Program be paired with an advisor whose research experiences and expertise match the needs and interests of the student. Patton College faculty may seek the distinctions of **Undergraduate Honors Faculty**³ - which recognizes their significant

³ **Undergraduate Honors Faculty** - Patton College Honors Track faculty members each have a strong record of engagement with scholarly work.

Honors Track faculty perform at least three (3) of the following functions:

- Teach an Honors course at least once every 24 months.
- Involve Honors and other students in on-going research and scholarly projects.
- Mentor students in the development and submission of research proposals, such as proposals to the Provost's Undergraduate Research Fund.
- Collaborate with Honors students to present papers at professional conferences or write articles for publication.
- Provide service to the Honors program by: (a) working to design or improve the curriculum; (b) developing and using data from Honors assessments; or (c) providing special workshops or support programs to Honors students.

Criteria for membership on the Honors faculty are:

- A consistent and sustained record of scholarship as evidenced in the faculty member's publications over a 5-year period.
- On-going engagement with the scholarship of discovery as evidenced, for example, in publications based on one or more scholarly traditions such as literary analysis, philosophical analysis, qualitative research, quantitative research, or historical research.

contributions to scholarship and student mentoring. Patton College faculty who desire to support honors students and programs may also seek the designation of **Honors Lecturers**⁴.

The responsibilities for MacKenzie King Honors advisors include:

- Review of honors application and proposal for consistency with established coursework guidelines, goals, and rigor of planned program.
- Work collaboratively with student in developing and critiquing project proposal.
- Advise student of any additional coursework necessary in preparing the student for thesis
- Oversee collection and analysis of data; read and critique drafts/projects.
- Help student identify a forum in which to share the results of the research or project, such as professional meetings, public exhibits or performances. As funds are available, support may be provided for such presentations.
- Attend student presentations of project.

⁴ **Honors Lecturers**

To enrich the experience of Honors students, lecturers provide varied perspectives grounded in their scholarship as well as their work with public schools, industry, community partners, and related agencies.

Honors lecturers perform at least two of the following functions:

- Attends and supports Honors programming.
- Provide a minimum of two lectures to Honors students over a three year period.
- Involve Honors and other students in on-going research and scholarly projects.
- Mentor students in the development and submission of research proposals, such as proposals to the Provost's Undergraduate Research Fund.
- Serve as a formal or informal mentor to at least one Honors student.
- Serve on an Honors student thesis or capstone project.

Criteria for participation as an Honor Track lecturer are:

- Serious involvement with scholarship as evidenced by a combination of publications, presentations at state and national conferences, and service to the profession.
- At least one peer-reviewed publication in the last three years.
- Strong record of accomplishment in their profession and/or subject matter.

Committee Members:

Additional faculty with approval to participate in graduate education, either within or outside of the Patton College of Education, may serve as committee members for students participating in the MacKenzie King Honors Program. Responsibilities for committee members include:

- Participate in discussion of student project
- Review students project proposal
- Review of final project and provision of constructive feedback to student
- Attendance at the Ohio University Research/Creative Activity Poster Exposition, and other poster or presentation opportunities, to review student work.

VI. Admission to the MacKenzie King Honors Program:

The application for the MacKenzie King Honors Program includes: (a) completed application form; (b) most current DARS; (c) two confidential letters of recommendation from instructors or others who know the applicant's academic work; and (d) a one-page letter of intent describing why you wish to participate in the program and why you think you should be considered for acceptance to the program. Ideally, one letter of recommendation should be provided by the faculty member with whom the student wishes to work. Applications and MacKenzie King Honors Program Committee Forms (Appendix C) are available at the end of this handbook. Letters of recommendation should be included with the application packet rather than sent separately and sealed with signature on the seal. Submit materials to the Honors Program Coordinator, Associate Dean for Outreach and Regional Programs, Dr. Ann Paulins, 133 McCracken Hall. Contact the Honors Program Coordinator if you have any questions or concerns at paulins@ohio.edu.

VI. Admissions Process:

- The applications are forwarded to the Patton College Undergraduate Committee for review.
- Following review and discussion, the UG Committee recommends either approval of the application for admission to the program or denial of the application.

- The MacKenzie King Honors Program Coordinator completes a final review of the application, checking the program plan for meeting graduation requirements and advisor support. A letter is then sent to the student with the acceptance decision and any conditions or changes needed in the program plan, (or notification of non-admission. Students, typically, will begin the program fall or spring term of their junior year and no later than fall term of the senior year. Students beginning the program during their junior year may extend their project until graduation.

Please Note:

In order to graduate with Honors, a student must have at least a cumulative GPA in the major that falls within the top 20% of students of similar rank in the college. If in the rare event, an exceptional student does not meet the above criterion for graduation with Honors, a faculty member must nominate the student to graduate with Honors. Both the Honors Advisory Committee (Patton College Undergraduate Committee) and the Associate Dean for Outreach and Regional Programs of the Patton College of Education must approve the nomination.

Appendices for the MacKenzie King Honors Program Handbook

Appendix A: Honors Program Application Form

Appendix B: Honors Program Contract

Appendix C: Honors Program Committee Form

Appendix D: Proposal Defense Report Form

Appendix E: Honors Program Approval Form

Appendix A: MacKenzie King Honors Program Application Form

**The Gladys W. and David H. Patton College of Education
Ohio University**

MACKENZIE KING HONORS PROGRAM APPLICATION FORM

Name: _____ Date: _____

Permanent Address: _____

Local Address: _____

Permanent Phone Number: _____ Local Phone Number: _____

Email Address: _____

Major(s): _____ G.P.A.: _____

Academic Advisor(s): _____

Proposed Honors Project Advisor: _____

Quarter hours completed: _____ Expected graduation date: _____

Course Plan

List when you expect to complete the honors coursework and all additional courses you plan to complete beyond the requirements for your major (excluding Tier III coursework).

Courses:	Term/Year	Credits
PCOE 4900H: Honors Seminar		
PCOE 4930H: Honors Readings		
PCOE 4920H: Honors Practicum		
PCOE 4950H: Honors Thesis		
Research Methods Course (3000, 4000, or graduate level only):		

Potential MacKenzie King Honors Advisors/Honors Projects: Please provide a list of all faculty that you would be interested in working with and provide potential research or scholarly project interests for each one. Your acceptance into this program is highly dependent on faculty support of your project. You are encouraged to talk to faculty about their project ideas **before** applying to this program.

Funding: What type of funding is needed to complete your proposed project? If funding is required, please include a separate page of itemized expenses.

None needed _____; Budget attached _____.

DISCLAIMERS:

Funding - Each student is ultimately responsible for the costs required to complete the project; thus, funding for the project needs to be carefully considered by the applicant.

Acceptance – Acceptance to the program is not solely based on GPA. Quality of application, letters of recommendation, and willingness of faculty to sponsor project will all be considered when evaluating applicants.

Honor Student Applicant:

(Signature) _____ (Print) Date _____

Received by Honors Program Coordinator:

(Signature) _____ V. Ann Paulins _____ (Print) Date _____

**Submit to: Dr. V. Ann Paulins, Associate Dean for Outreach and Regional Programs
133 McCracken Hall
Ohio University**

Or email to: paulins@ohio.edu

Appendix B: MacKenzie King Honors Program Contract

The Gladys W. and David H. Patton College of Education
Ohio University

MACKENZIE KING HONORS PROGRAM CONTRACT

Name: _____ Date: _____

Major _____ Honors Project Advisor: _____

Course Plan

List when you will complete the honors coursework.

Courses:	Term/Year	Credits
PCOE 4900H: Honors Seminar		
PCOE 4930H Honors Readings		
PCOE 4920H: Honors Practicum		
PCOE 4950H: Honors Thesis		
Research Methods Course:		

List courses you plan to complete beyond your major requirements (excluding Tier III).

Courses:	Quarter/Year	Credits

Description of Honors Project: Please attach a description or abstract of your honors project in 250 words or less.

Honor Student: _____ Date _____
(Signature) (Print)

Approved by:

Honors Advisor: _____ Date _____
(Signature) (Print)

Honors Program Coordinator: _____ Date _____
(Signature) V. Ann Paulins (Print)

Appendix C: MacKenzie King Honors Program Committee Form

**The Gladys W. and David H. Patton College of Education
Ohio University**

MACKENZIE KING HONORS COMMITTEE COMPOSITION

Name: _____ Date: _____

Permanent Address: _____

Major: _____

Names and Signatures of Committee Members:

Committee Chair:

_____ Name (Print)	_____ Signature	_____ Date
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Committee Member:

_____ Name (Print)	_____ Signature	_____ Date
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Committee Member (optional):

_____ Name (Print)	_____ Signature	_____ Date
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Committee Member (optional):

_____ Name (Print)	_____ Signature	_____ Date
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Honors Program Coordinator:

V. Ann Paulins Associate Dean for Outreach and Regional Programs	_____ Signature	_____ Date
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Appendix D: MacKenzie King Proposal Defense Report Form

**The Gladys W. and David H. Patton College of Education
Ohio University**

**PROPOSAL DEFENSE REPORT FORM
MACKENZIE KING HONORS PROGRAM**

Name: _____ Date of Proposal Defense: _____

Major Area: _____

Title of Proposal: _____

Type of Proposal:

- Research Project
- Comprehensive Design Project
- Educational Materials or Curriculum

Proposal Outcome:

- Proposal Approved
(Including recommended changes)
List changes on back of form.
- Proposal Denied

Committee Chair:

Name (Print)	Signature	Date
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Committee Member:

Name (Print)	Signature	Date
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Committee Member (optional):

Name (Print)	Signature	Date
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Committee Member (optional):

Name (Print)	Signature	Date
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Honors Program Coordinator:

V. Ann Paulins Associate Dean for Outreach and Regional Programs	Signature	Date
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Appendix E: MacKenzie King Honors Program Approval Form

**The Gladys W. and David H. Patton College of Education
Ohio University**

MACKENZIE KING HONORS PROGRAM APPROVAL FORM

Student Name: _____

Date of Oral Defense: _____

Date of Poster Presentation: _____

Date Approved Thesis, Project, or Paper submitted: _____

Exact Thesis, Project, or Paper Title:

The above named student has completed all of the requirements for the MacKenzie King Honors Program in the Gladys W. and David H. Patton College of Education.

Committee Names and Signatures:

Committee Chair:

_____ Name (Print)	_____ Signature	_____ Date
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Committee Member:

_____ Name (Print)	_____ Signature	_____ Date
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Committee Member (optional):

_____ Name (Print)	_____ Signature	_____ Date
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Committee Member (optional):

_____ Name (Print)	_____ Signature	_____ Date
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Honors Program Coordinator:

_____ V. Ann Paulins Associate Dean for Outreach and Regional Programs	_____ Signature	_____ Date
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