



# Honors Student Handbook 2017–2018



**MSUBILLINGS**

University Honors Program

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# WELCOME

## Welcome to the University Honors Program of Montana State University Billings

We have updated the *Honors Student Handbook* to reflect last year's changes to the UHP and its policies. Among the noteworthy changes are information about the Interdisciplinary Honors Minor and its portfolio requirement. More changes lie ahead, as we pilot a new Honors (HONR) course this year as another step toward making our curriculum more developmental and cohesive.

Some things about the UHP have not changed, especially our commitment to make students the center and purpose of the program. In terms of the curriculum, we offer enriched options for earning General Education credit, small personalized seminars, credit-bearing internships, research, and real-world capstone course. Some of these offerings offer what is known as signature work, which, in effect, puts students in the position of artists who sign the creative work or authors who sign their publications. We also want to get to know students personally and to support them so that we can help them to take full advantage of their intellectual and personal talents.

With this latter goal in mind, we encourage students to take advantage of experiential learning opportunities within and outside the program—internships, community service, research, and study abroad. The UHP wants its members to have experience linking their education to the real-world, its challenges and possibilities.

As always, we welcome your questions and suggestions about the program and how continually to improve. Thanks to you our progress will continue.

With all good wishes for your continuing success,

David Craig, Director

## Mission

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The University Honors Program provides an enhanced and supportive learning environment for exceptionally talented and motivated undergraduate students. This goal is accomplished through the guidance of faculty noted for excellence in teaching who offer small Honors sections of regular courses, interdisciplinary Honors colloquia, special seminars, and increased opportunities for undergraduate research and creative endeavors. The program is open to all undergraduate students who are interested in opportunities for enriched learning, cultural explorations and fellowship.

## Our Commitment

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The University Honors Program is committed to enhancing the value of a Montana State University Billings education by:

- Challenging students to take full advantage of their intellectual and personal talents;
- Emphasizing problem-solving, self-expression and creativity;
- Providing opportunities to gain research or professional experience as part of the Honors curriculum;
- Engaging students as active learners and discoverers and encouraging innovative approaches to familiar ideas and vexing problems; and
- Fostering excellent communication skills and community engagement.

## Honors Council

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The Honors Council serves as a board of directors and legislature for the UHP. In addition to advising the director, the Council insures faculty oversight over the curriculum, has assessment responsibilities, especially for the Interdisciplinary Honors Minor, and assists with various UHP activities. In concert with the director, its mission is to insure the UHP's dedication to academic and personal excellence.

The Honors Council includes exemplary faculty from each College, staff from the Student Affairs Division, and UHP students. Former UHP directors also serve.

- Natalie Bohlmann, Assistant Professor, Educational Theory & Practice
- Joseph Bryan: Assistant Professor, History
- Clinton Culp: Assistant Professor, Health & Human Performance
- Bryan Grove, Advising College Success Specialist, Advising Center
- Joshua Hill, Assistant Professor of Economics, Business Administration
- Joy Honea: Chair and Associate Professor, Social Sciences & Cultural Studies
- Jodi Lightner: Assistant Professor, Art
- Patricio Mori: Assistant Professor of Management, Business Administration
- Tom Nurmi: Assistant Professor, English
- Matthew Queen: Assistant Professor, Biological & Physical Sciences
- Tammi Watson: Director, New Student & Retention Services
- Don Gayan Wilathgamuwa: Assistant Professor, Mathematics
- Tami Haaland: Chair and Professor, English, Philosophy & Modern Languages\*
- Tom Rust: Associate Professor, History\*

\* Former director

## Advisory Committee

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The Advisory Committee serves as the student counterpart to the Honors Council. The Committee advises the director and the Honors Council, provides a forum for raising student ideas and concerns, and assists in the activities promoting the UHP.

- Danielle Branson
- Miglena Ivanova
- Rachel Lythgoe
- Katelyn Moodie
- Shiloh Skillen-Robison
- Christian Bautista

# CURRICULUM

## UHP Program Outcomes and Impact

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Students successfully completing the UHP will demonstrate:

- high quality written and effective oral communication skills;
- critical thinking necessary for real-world issues problems, open-ended problem solving;
- ability to conduct quality research and/or creative endeavor in their field; and
- engagement in active learning fostered by leadership, service, interdisciplinary, and cultural activities.

As a result of accomplishing these outcomes, student will:

- be competitive in applications for career-building jobs, graduate schools, professional schools, and scholarships; and
- have the foundation for continuing intellectual curiosity and life-long-learning.

## Interdisciplinary Honors Minor & Degree Requirements

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The Interdisciplinary Honors Minors consists of a minimum of 21 Honors credits, including HONR 111 or HONR 311 Perspectives and Understanding and HONR 499 Capstone or a departmental capstone for Honors credit, and a portfolio documenting work related to the minor. Nine of the 21 credits must be at the 300-level or higher. If a student elects to do a departmental capstone rather than the Honors one, that course must be at least 3 credits and include:

- original research or creative scholarship,
- written interpretation or analysis, and
- public presentation or a defense.

The student has 15 hours of elective choices and can gain credit from:

- Honors sections of General Education courses,
- HONR special topic seminars,
- Specialized designated departmental seminars,
- Honors contracts,
- Honors independent study courses, and
- Honors internships.

The Honors Minor Portfolio is comprised of a minimum of five pieces of work done in fulfillment of the minor and an essay, which reflects upon these pieces and your experience in the UHP.

In addition to the Interdisciplinary Honors Minor, the UHP offers two additional designations on the official transcripts for students who complete the requisite requirements, University Honors Scholar and University Honors Graduate. Students who earn these designations wear a special stole at commencement and are recognized for their achievement in the Commencement Program and Ceremony.

In order to graduate as a University Honors Scholar, students must earn 21 Honors credits, including HONR 111 Perspectives and Understanding and HONR 499 Capstone or a departmental capstone for Honors credit, and achieve a minimum 3.0 GPA. Nine of the 21 credits must be at the 300-level or higher. If a student elects to do a departmental capstone rather than the Honors one, that course must be at least 3 credits and include:

- original research or creative scholarship,
- written interpretation or analysis, and
- public presentation or a defense.

The designation University Honors Graduate is reserved for students who enter the UHP having earned 45 or more college credits and take 15 hours of Honors classes. Students are required to take HONR 499 Capstone or a departmental capstone for Honors credit, and achieve a minimum 3.0 GPA. Nine of the 15 credits must be at the 300-level or higher. If a student elects to do a departmental capstone rather than the Honors one, that course must include:

- original research or creative scholarship,
- written interpretation or analysis, and
- public presentation or a defense.

## Honors Curriculum

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The UHP curriculum is designed to complement students' intellectual progression from entrance to graduation. Honors courses empower students to become knowledge investigators and problem-solvers and encourage them to take charge of their own learning.

Typically, UHP students begin their Honors academic experience by taking HONR 111 Perspectives and Understanding, the course that provides an introduction to the critical thinking and analytical skills that the program fosters, and by choosing from a variety of General Education courses that carry honors credit. These courses strengthen students' foundation for success in their major and in the upper-division UHP classes.

With their General Education classes complete or nearly complete, UHP students move on to specially designed seminars, Honors classes in some majors, internships, and research experiences. Each year the UHP solicits proposals for interdisciplinary seminars and for departmental seminars that are suitable for Honors students.

UHP students conclude their Honors experience by taking the HONR 499 Capstone and/or their departmental research or creative capstone course. In either case, the course enables students to choose their own problem or question and to complete a project related to that question or problem. In 499, for example, UHP students tackle a problem in Billings or in a Billings organization, thereby extending and strengthening their problem-solving skills by applying them in the community.

Students may also earn Honors credit with independent study courses and Honors contracts. These options enable students to explore topics of their own choosing and to gain Honors credit for courses typically in their major or required for their own academic program that do not carry such credit.

### **Course Contract**

Contracts enable UHP students to earn Honors credit for classes that do not carry such credit, typically courses in their major, minor, or required for their plan of study. The work done to fulfill the contract must be consistent with the UHP goal of fostering its members' intellectual development by emphasizing problem-solving, critical thinking, active learning and creativity as well as by encouraging innovative approaches to familiar ideas and vexing problems.

### **Independent Study**

Independent study enables students to explore topics of their own interests or to do research. In each case, a plan is developed in concert with a professor and submitted for approval by the UHP director.

### **Internship Credit**

The UHP works with students to enable them to academic credit for their internship experiences. HONR291 and HONR491 are the Honors course numbers for this purpose. Required internships for other majors and programs can also earn Honors credit. As with course contracts and independent study courses, a plan for such credit is developed in concert with the supervising professor and submitted for approval by the UHP director.

### **Departmental Capstone for Honors Credit**

In order to earn Honors for a departmental capstone, the course must be at least 3 credits and meet these requirements: original research or creative endeavor, written interpretation or analysis, and public presentation or a defense.

Additionally, the capstone should help the student progress in the goals of the UHP. Also, similar to courses taken with Honors contracts, there should have a dimension that differentiates the course from that taken by those not taking it for Honors credit. Toward this end, the student should meet with the director to develop a plan toward this end. There are a variety of means for accomplishing this requirement such as journal and/or reflection piece (as is done for the Honors internships), work submitted for publication or conference presentation, artist gallery talk, or special role in group project (leadership).

## What Makes an Honors Class

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Students often wonder about what defines an Honors class and what gives them their intellectual value. In philosophy, the UHP subscribes to the National Collegiate Honors Council description of Honors courses:

College Honors is not designed to be about more work or harder work. It is truly student-centered education. It is meant to provide students with an education that helps them develop their own ideas rather than simply having them feedback information. It is about discussing issues and encouraging innovation in an atmosphere of open exchange, where students' views are respected. Honors programs emphasize diverse perspectives, interdisciplinary course work, small classes, and greater interaction between students and professors. Honors education is about learning to think clearly, to write well, to argue thoughtfully. It is about developing the student's fullest intellectual potential.

In practice, this means Honors classes typically share many of these features:

- operate as seminars or hands-on, open-ended labs;
- require active learning and invite creativity;
- focus on problems, rather than on answers;
- link the classroom to real-world issues and problems;
- encourage independent research;
- have co-curricular activities such as speakers, films, field trips, and service learning projects; and
- develop the student's intellectual or personal talents.

In Honors classes, professors often take the role of coaches or facilitators who encourage students to take charge of their own learning. Typically, they model the modes of inquiry and exploration which they want Honors students to develop.

## Advising

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The UHP provides advising to complement that offered by the Advising Center or major department. We take a developmental approach to academic advising rather than a prescriptive one, that is, our goal is to assist students toward their educational and personal goals, not simply to choose their courses. UHP advising also helps to provide accurate information about MSUB policies, services, and programs.

In order to fulfill its commitment to providing high quality advising, the UHP requires students to meet with the director once each semester. The program also holds group advising meetings before each course selection period.

# OPPORTUNITIES

## Opportunities

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The University Honors Program seeks to create a rich variety of educational opportunities for students in and beyond the classroom. UHP students are encouraged to take advantage of the lectures, research, service, and campus and community engagement that result.

### Research

The University Honors Program is committed to providing opportunities for undergraduate research and creative scholarship for all Montana State University Billings students and offering support to their mentors.

As part of this mission, together with the Office of Grants and Sponsored Programs and a grant from The National Institute of Health's MT-IMBRE Program, the UHP sponsors the Undergraduate Research and Creativity Conference.

Opportunities for research and creative scholarship are a part of many UHP courses and are central to the Writer in Residence seminars and HONR 499 Capstone.

The UHP serves as campus representative for Montana State University's McNair Scholars Program and assists students in preparing their applications for that and other research programs.

### Engagement & Service

The University Honors Program is fully engaged in contributing to the intellectual vitality of Montana State University Billings and Billings and is committed to community service. Academically, the HONR 499 Capstone and the Writer in Residence courses exemplify this commitment. Additionally, the UHP supports or sponsors such activities as the Guest Writers Speaker Series; the Research, Creativity, and Community Engagement Conference, and the annual Last Lecture.

Additionally, UHP students are disproportionately involved in campus and community life, often in leadership positions.

### Internships

The University Honors Program encourages its students to gain professional experience with an internship and works to assist them to locate such positions. Additionally, the UHP provides honors credit for such experience with HONR 291 and HONR 491.

### Study Abroad

The University Honors Program works with students so that students can earn honors credit for their student abroad experiences and offers scholarship support.

## Writer in Residence

The UHP regularly hosts a guest writer who teaches an Honors seminar on a topic of her or his choosing. As a result, students and community auditors have studied Hemingway with Ernest Hemingway's last assistant, Valerie Hemingway, contemporary travel writing with Tim Cahill, a founding editor of *Outside* magazine, and contemporary nature and ecology writing with noted environmental writer Gary Ferguson. The guest writer seminars also bring community auditors—often life-long readers—and UHP students together, a combination which produces unusually vibrant and exploratory discussions.

## Honors Facilities and Their Use

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### Seminar Room/Lounge

Honors students may use this space to relax and/or study whenever it isn't being used for classes or meetings. The room may also be reserved by UHP students for school-related activities. Reservations can be made in the UHP office.

### Cookies, Candy, and Other Honors Fare

The Honors cookie jar and candy dishes are usually well stocked, but please feel free to contribute your own favorite candies or cookies.

### UHP Office Hours

While the UHP office is open from 8:00 am to 5:00 pm, the director and the associate will not always be available during these hours. We will post hours that they are available each semester.

David Craig, Director: 657-2908; [david.craig2@msubillings.edu](mailto:david.craig2@msubillings.edu)

Associate: 657-2046

## Scholarships

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### Honors Scholarships

The UHP offers a variety of scholarships for its students.

#### **Honors Scholarship for Incoming Freshmen (\$500)**

**Deadline: March 14th**

Available to new students planning a course of study through the Honors Program.

<http://www.msubillings.edu/honors/pdf/Freshman%20scholarship.pdf>

#### **Honors Scholarship**

**Deadline: March 14th**

Available to any Honors student enrolled fulltime who are on track to graduate as University Honors Scholars.

<http://www.msubillings.edu/honors/pdf/Honors%20Scholarship.pdf>

#### **Honors Summer Scholarship**

**Deadline: March 14th**

Available to Honors students specifically for summer intercession terms.

<http://www.msubillings.edu/honors/pdf/Summer%20scholarship.pdf>

### **Gulick Research Scholarship**

**Deadline: December 15th**

Available to fulltime Honors juniors and seniors who demonstrate academic excellence with a proposal for a focused research project that meets criteria established in conjunction with a faculty advisor.

[http://www.msubillings.edu/honors/pdf/Gulick\\_Scholarship.pdf](http://www.msubillings.edu/honors/pdf/Gulick_Scholarship.pdf)

### **Study Abroad Scholarship**

**Deadline: December 15th**

Available to fulltime Honors sophomores, juniors, and seniors who study abroad.

[http://www.msubillings.edu/honors/pdf/Study\\_Abroad\\_Scholarship\\_App.pdf](http://www.msubillings.edu/honors/pdf/Study_Abroad_Scholarship_App.pdf)

### **National Scholarships**

The UHP assists students in preparing their applications for prestigious scholarships. Typically, such preparation involves many meetings and numerous drafts of the required essays and statements of purpose.

### **The Fulbright Scholarship**

The Fulbright Foundation awards grants to outstanding students for study and research abroad. Students receiving the Fulbright must have completed an undergraduate degree before beginning their Fulbright year. <https://us.fulbrightonline.org/>

### **The Goldwater Scholarship**

The Goldwater Scholarship Foundation awards up to \$7,500 per academic year to exceptional student researchers who plan to pursue a career in math, science, or engineering. Sophomores and juniors may apply. <https://goldwater.scholarsapply.org/>

### **The James Madison Memorial Fellowship**

The James Madison Memorial Fellowship will award up to \$24,000 to students planning to pursue "master's degree level graduate study of the framing and history of the US Constitution." College seniors and graduates who intend to become secondary school teachers of American history, American government, and/or social studies are eligible. <https://www.scholarsapply.org/jamesmadison/>

### **The Marshall Scholarship**

Marshall Scholarships finance young Americans of high ability to study for a degree in the United Kingdom. At least forty Scholars are selected each year to study either at graduate or occasionally undergraduate level at an institution in the United Kingdom in any field of study. Each scholarship is held for two years. Marshall Scholarship applicants must have graduated (or be graduating within the year) from a four-year institution in the United States with a grade point average of at least a 3.7 and be citizens of the United States of America. <http://www.marshallscholarship.org/applications/apply>

### **The George J. Mitchell Scholarship**

The George J. Mitchell Scholarship awards one year of graduate study in any discipline at an institution of higher learning in Ireland.

<http://www2.us-irelandalliance.org/content/368/en/Application%20is%20Open.html>

### **The Portz Research Fellowship**

The National Collegiate Honors Council's John and Edythe Portz Interdisciplinary Research Fellowship provides students in good standing in honors programs of NCHC member institutions support to conduct

creative and innovative research that crosses boundaries. The fellowship program invites applications from individuals or from a team of two students who wish to undertake a cross-disciplinary research project. The project will be funded for a period of up to 15 months with the expectation that upon its completion the Fellowship recipient will make a presentation of the research at the annual NCHC conference. <https://www.nchchonors.org/students/awards-scholarships/portz-fellowship>

### **The Truman Scholarship**

The Truman Scholarship Foundation awards scholarships to outstanding juniors who plan to attend graduate school in preparation for a career in government or other public service agencies. All applicants must: have junior status; be committed to a career in public service; be ranked in the upper ¼ of his/her class; and be a citizen of the United States. <https://www.truman.gov/>

### **The Udall Scholarship**

The Udall Scholarship awards up to \$5,000 per year to sophomores or juniors who are: native American or Alaskan Natives who intend to pursue careers in health care or tribal policy, or individuals who intend to pursue a career in environmental policy. In addition to meeting either of the requirements above, applicants must have a GPA of 3.0 or higher. <http://udall.gov/>

# UHP Contract | Fall 2017: Deadline 10/20/2017

## Student Information

Name \_\_\_\_\_ ID \_\_\_\_\_ Date \_\_\_\_\_

Email \_\_\_\_\_

## Course Information

Course Rubric \_\_\_\_\_ Course Number \_\_\_\_\_ Course Title \_\_\_\_\_

Instructor \_\_\_\_\_ Credits \_\_\_\_\_ Semester & Year \_\_\_\_\_

The Honors Program fosters intellectual development by emphasizing problem-solving, critical thinking, active learning and creativity as well as by encouraging innovative approaches to familiar ideas and vexing problems.

- In supplementing the work of this course and in pursuit of Honors Program's goals, the student will:
  
  
  
  
  
  
  
  
  
  
- Expected outcomes or benefits:
  
  
  
  
  
  
  
  
  
  
- Assignment/outcome must be submitted no later than the last day of exams week; this is required in order to receive Honors credit:

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

UHP Director Signature \_\_\_\_\_ Date \_\_\_\_\_

Verified completion with instructor \_\_\_\_\_

University Honors Program  
Dr. David Craig, Director  
Montana State University  
COE 106  
Billings, MT 59101-0298  
[david.craig2@msubillings.edu](mailto:david.craig2@msubillings.edu)  
406-657-2908



Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

UHP Director Signature \_\_\_\_\_ Date \_\_\_\_\_

Verified completion with instructor \_\_\_\_\_

University Honors Program

Dr. David Craig, Director

Montana State University

College of Education 106

Billings, MT 59101-0298

[david.craig2@msubillings.edu](mailto:david.craig2@msubillings.edu)

406-657-2908

# Honors Capstone Credit

## Student Information

Name \_\_\_\_\_ ID \_\_\_\_\_ Date \_\_\_\_\_

Email \_\_\_\_\_

Course \_\_\_\_\_ Instructor \_\_\_\_\_

**Honors Capstone Credit:** In order to earn Honors for a departmental capstone, the course must be at least 3 credits and meet these requirements: original research or creative endeavor, written interpretation or analysis, and public presentation or a defense.

Additionally, the capstone should help the student progress in the goals of the UHP. These goals include academic work that emphasizes problem-solving, critical thinking, active learning and creativity; encourages innovative approaches to real-world issues and vexing problems; and develops excellent communication skills.

**Capstone Information:** Briefly explain how your capstone project will contribute to your progress in meeting UHP goals.

**Expected Outcomes or Benefits:** How does doing this course for Honors credit add to the established outcomes of the course?

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

UHP Director Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please include a copy of the capstone syllabus with this form.**

Verified completion with instructor \_\_\_\_\_

University Honors Program  
Dr. David Craig, Director  
Montana State University  
COE 106  
Billings, MT 59101-0298  
[david.craig2@msubillings.edu](mailto:david.craig2@msubillings.edu)  
406-657-2908

# UHP Internship Credit | Fall 2017

## Student Information

Name \_\_\_\_\_ ID \_\_\_\_\_ Date \_\_\_\_\_

Email \_\_\_\_\_

**Honors Academic Credit:** The UHP is committed to helping students gain academic credit for internships and experiential learning that meet its programmatic outcomes. The Program fosters intellectual development by emphasizing problem-solving, critical thinking, research, active learning and creativity as well as by encouraging innovative approaches to real-world issues and vexing problems.

In order to earn Honors credit, the student meets with the director to determine the work necessary to document the learning experience. Typically, this work consists of a journal, periodic meetings with the director or faculty member, and a final reflective essay. Depending upon the situation, the director and student can develop other means for documenting the learning associated with the internship.

**Internship Information:** Briefly describe your internship, focusing on its duties and responsibilities.

**Expected Outcomes or Benefits:** Briefly explain what you hope to gain from your internship experience and what it will contribute to your education as a UHP student.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Director Signature \_\_\_\_\_ Date \_\_\_\_\_

Completion Verified \_\_\_\_\_

**Please include a copy of the capstone syllabus with this form.**

University Honors Program  
Dr. David Craig, Director  
Montana State University  
205 McMullen Hall  
Billings, MT 59101-0298  
[david.craig2@msubillings.edu](mailto:david.craig2@msubillings.edu)  
406-657-2908

# Interdisciplinary Honors Portfolio

## Student Information

Name \_\_\_\_\_ ID \_\_\_\_\_

The Honors Minor Portfolio is comprised of a minimum of five pieces of work done in fulfillment of the minor and an essay, which reflects upon these pieces and your experience in the UHP. Rather than these pieces being a simple cataloging of your experiences, they should be chosen to document your development and significant milestones within the UHP. When creating your portfolio, please keep in mind how your honors experiences reflect the goals of the UHP, which are:

- challenging students to take full advantage of their intellectual and personal talents;
- emphasizing problem-solving, self-expression and creativity;
- providing opportunities to gain research or professional experience;
- engaging students as active learners and discoverers and encouraging innovative approaches to familiar ideas and vexing problems; and
- fostering excellent communication skills and community engagement.

Your essay serves as an introduction to your portfolio and a retrospective examination of significant milestones in your pursuit of the Interdisciplinary Honors Minor. In the essay, you should explain why you have chosen the pieces included in your portfolio.

Whenever possible, there will be a public presentation of the portfolio or a meeting with the Honors Council Review Committee.

**Portfolio Pieces:** Represent your progress through the UHP courses, internships, contracts, research experiences, and capstone projects.

1. Course Number \_\_\_\_\_ Course Title \_\_\_\_\_

Instructor \_\_\_\_\_ Semester & Year \_\_\_\_\_

2. Course Number \_\_\_\_\_ Course Title \_\_\_\_\_

Instructor \_\_\_\_\_ Semester & Year \_\_\_\_\_

3. Course Number \_\_\_\_\_ Course Title \_\_\_\_\_

Instructor \_\_\_\_\_ Semester & Year \_\_\_\_\_

4. Course Number \_\_\_\_\_ Course Title \_\_\_\_\_

Instructor \_\_\_\_\_ Semester & Year \_\_\_\_\_

5. Course Number \_\_\_\_\_ Course Title \_\_\_\_\_

Instructor \_\_\_\_\_ Semester & Year \_\_\_\_\_

6. Course Number \_\_\_\_\_ Course Title \_\_\_\_\_

Instructor \_\_\_\_\_ Semester & Year \_\_\_\_\_

7. Course Number \_\_\_\_\_ Course Title \_\_\_\_\_

Instructor \_\_\_\_\_ Semester & Year \_\_\_\_\_

**Self-Reflective Essay:** Develops a coherent and comprehensive understanding of your education experience in the minor. You will work with the director or faculty member with whom you compiled the portfolio.

**Guidelines:** Present your portfolio in a binder that includes a table of contents, the self-reflective essay, and the representative work. The work should be included in chronological order and have consistent formatting.

*Upon completion of the portfolio and Interdisciplinary Honors Minor:*

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty/Sponsor Signature \_\_\_\_\_ Date \_\_\_\_\_

UHP Director Signature \_\_\_\_\_ Date \_\_\_\_\_

University Honors Program  
Dr. David Craig, Director  
Montana State University  
College of Education 106  
Billings, MT 59101-0298  
[david.craig2@msubillings.edu](mailto:david.craig2@msubillings.edu)  
406-657-2908

## Call for Honors Courses for Spring & Fall 2018

In order to provide courses for University Honors Program students and other talented students, the Honors Council invites proposals for courses targeted for sophomores through seniors for 2017. The proposals can be brief and informal, a paragraph or so course description together with other basic information about the proposed course. Since there are comparatively few UHP students in any major, we are looking for courses that would interest students from a variety of fields and backgrounds. If a course is chosen, the professor would either receive a course release or extra compensation, that is, depending upon the department chair's approval and preferences.

In developing its guidelines for UHP classes, the Honors Council noted its courses frequently share many of these features:

- operate as seminars or hands-on, open-ended labs;
- require active learning and invite creativity;
- focus on problems, rather than on answers;
- link the classroom to real-world issues and problems;
- encourage independent research;
- have co-curricular activities such as speakers, films, field trips, and service learning projects; and
- develop the student's intellectual or personal talents.

For a more complete statement about the characteristics of MSUB Honors classes, see the *Honors Student Handbook*: <http://www.msubillings.edu/honors/pdf/Handbook%20final.pdf>

Course Title:

Course Description:

Brief Description of Course Requirements:

Preliminary Reading or Course Materials List:

Deadline: Friday, September 15. Submit by email to [david.craig2@msubillings.edu](mailto:david.craig2@msubillings.edu) or by hard copy to the UHP office, 106 COE.

MSU Billings  
University Honors Program  
1500 University Drive  
Billings, MT 59101  
[honors@msubillings.edu](mailto:honors@msubillings.edu)