

Guidelines for High and Highest Honors **Magna Cum Laude and Summa Cum Laude**

The Department of Health Education & Behavior recognizes students for superior scholarship by awarding honors, high honors, and highest honors upon graduation. Below is general information from the University catalog regarding honors:

To graduate with the distinction of *cum laude*, *magna cum laude* or *summa cum laude*, a student must meet the requirements below and be recommended by the college:

- At minimum, the student must have completed at least 45 semester hours of credit in residence at the University of Florida. Only the junior and senior level GPA (excluding the internship) will be considered. In addition, credit earned through correspondence or extension courses is not included when computing grade point averages.
- ***Cum Laude***: To graduate *cum laude*, a student must have earned a 3.40 or higher upper division GPA. The student is not required to complete additional work to receive this distinction.
- ***Magna Cum Laude***: Students in the college are eligible for *magna cum laude* by earning a 3.70 or higher upper division GPA and completing a professional portfolio. The student's supervisory committee makes the recommendation for these distinctions based upon an evaluation of this work.
- ***Summa Cum Laude***: Students in the college are eligible for *summa cum laude* by earning a 3.70 or higher GPA and completing a senior thesis. The student's supervisory committee makes the recommendation for these distinctions based upon an evaluation of this work.

Student eligibility for high or highest honors will be discussed in HSC4800, Health Education Professional Development. Final eligibility (Upper Division GPA) will be determined when all didactic (classroom) work is completed. The following steps must be completed when applying for high or highest honors:

1. Select the type of project you would like to complete (Academic Portfolio for High Honors or Senior Thesis for Highest Honors).
2. Choose two faculty members of the Department of Health Education & Behavior to serve on your honors committee. One will act as the chair of your honors committee while the other will act as a second reviewer. It is their evaluation of the quality of your project that determines your honors distinction.
3. Complete the Honors Application form (available in FLG-6) and submit to the Undergraduate Program Coordinator. The application must be received by the designated deadline to ensure consideration.
4. The preliminary draft and final draft are to be submitted to your honors committee chair during your final semester as an Undergraduate student. **Submission dates are as follows:**

<u>Semester of Graduation</u>	<u>Preliminary Draft</u>	<u>Final Draft</u>
Spring	February 25 th	April 1 st
Summer	June 15 th	July 25 th
Fall	October 25 th	December 1 st

Academic Portfolio

CONTENT

1. Table of Contents

- Should include a comprehensive breakdown of section headings and page numbers for ease of inspection.

2. Introduction

- Student ' s Resume
- Student ' s Professional Philosophy of Health Education (2 pages)
- Current photograph (should be of professional quality and at least 3x5 in size)
- A 2-3 page project summary which gives the reader an in-depth description of items included in the portfolio. This summary will be submitted to the Honors Office for inclusion in the Undergraduate Research Database. It should include the students name and UFID and be written so that it can stand alone and allow any reader unfamiliar with your work to obtain a sufficient detail of the project.

3. Academic Preparation

- This section should include **three** of the student's best educational projects (including grade received) from their Health Education course work.
- Previous independent study work within the department may also be included.
- If choosing to include group projects in portfolio, students must identify their portion give proper credit to other individuals who worked on the project with them.

4. Practical Experience in Health Education

- This section may include projects which were the result of any part-time or full-time practical work experience in Health Education including the final internship.
- At least one project from the final internship must be included.

5. Extracurricular Activities/Volunteer Service

- This section may include any items that illustrate your involvement in non-academic activities such as clubs & organizations that you were involved in at the undergraduate level or volunteer service in which you participated. Examples may be photographs, service certificates, or letters from volunteer supervisors.

6. Conclusion

- This should be a 1-page qualitative summary of your experience assembling the portfolio and of your overall experience as a Health Education student.

FORMAT

- The final portfolio should be assembled in a 3-ring binder with an original cover design by the student. The final approved document should also be submitted with page protectors for each page and descriptive section dividers. Preliminary drafts of items should not be included in page protectors for grading purposes.
- Each entry included in the portfolio should be preceded with a page that includes (a) the title of the assignment, (b) the course number in which the assignment was completed, (c) the grade received on the assignment and (d) a description of the purpose of the project.

THINGS TO CONSIDER

- This project will be archived in the Department office and therefore cannot be returned to the student. For this reason, students should not include original materials which the student desires to keep.
- All other specifications and requirements for the Honors Portfolio shall be determined by the professor chairing your work who has the discretion of determining if the portfolio meets the standard of the designation of High Honors. If the portfolio does not meet all required quality specifications outlined above to the satisfaction of the chair, s/he reserves the right not to assign a High Honors designation. In this event the student will simply graduate with honors.

SUBMISSION

After review, the honors committee will recommend graduation with the designation of Cum laude or Magna cum laude. The chair has the discretion of not awarding high honors if they feel the work submitted does not justify as such.

The student will be notified of the designation of honors or high honors within 3 weeks of submission. The Office of the University Registrar will include a statement on the student's transcript and diploma indicating degree, date, and cum laude or magna cum laude designation.

Academic Portfolio – Electronic Version

CONTENT

1. Table of Contents

- The home page should include section headings on a menu bar at the side/top of the page. These headers should be live links that will take the viewer to each section. Students developing the electronic portfolio should consider this as the foundation of a professional portfolio that may be used in the future to demonstrate work products.

2. Introduction

- An executive summary which gives the reader a description of items included in the portfolio. Note: This summary will be printed for submission to the Honors Office. (Student's name, UFID, and the link to the e-portfolio must appear on the summary)
- Student's Resume
- Student's Professional Philosophy of Health Education
- Current photograph may be placed on the front page of the portfolio

3. Academic Preparation

- This section should include three of the student's best educational projects (including grade received) from their Health Education course work.
- Previous independent study work within the department may also be included.
- If choosing to include group projects in portfolio, students must identify their portion give proper credit to other individuals who worked on the project with them.
- Be sure to use the title work samples with a separate link for each sample.

4. Practical Experience in Health Education

- This section may include projects which were the result of any part-time or full-time practical work experience in Health Education including the final internship.
- At least one project from the final internship must be included.

5. Extra-curricular Activities/Volunteer Service

- This section may include any items that illustrate your involvement in non-academic activities such as clubs & organizations that you were involved in at the undergraduate level or volunteer service in which you participated. Be sure that examples provided are explained in sufficient detail to help the viewer understand the activity/event. Photographs or videos used should be of good quality. Also service certificates or letters/comments from volunteer supervisors may also be included. Use separate links for each activity.

6. Conclusion

- This should be a qualitative, reflective assessment of your experiences, accomplishments and goals as a student in the health education program including classes, internship, volunteer experiences, professional meetings, and extracurricular involvement.

FORMAT

The electronic portfolio is designed to be illustrative of the student's pre-professional academic preparation in the field of health education. All of the elements of a print portfolio will be included, but in a format that will be accessible via the web. Either HTML or PDF may be used in the final published version using techniques learned in the development of web pages produced for some HSC classes.

Things to Consider:

- This electronic portfolio can serve as the foundation for a professional portfolio that is portable and easily updated with examples of recent work or accomplishments. The portfolio may be maintained on an individual web location or published on a CD-ROM. The professional nature of the portfolio should be kept in mind during the development stages.
- All other specifications and requirements for the Honors Electronic Portfolio shall be determined by the professor chairing your work who has the discretion of determining if the portfolio meets the standard of the designation of High Honors. If the portfolio does not meet all required quality specifications outlined above to the satisfaction of the chair, s/he reserves the right not to assign a High Honors designation. In this event the student will graduate with honors.

SUBMISSION

After review, the honors committee will recommend graduation with the designation of Cum laude (honors) or Magna cum laude (high honors). The chair has the discretion of not awarding high honors if they feel the work submitted does not justify as such.

The student will be notified of the designation of honors or high honors within 3 weeks of submission. The Office of the University Registrar will include a statement on the student's transcript and diploma indicating degree, date, and cum laude or magna cum laude designation.

Electronic portfolio resources:

<http://electronicportfolios.org/google/workshop.html>

<http://sites.google.com/site/eportfolios/How-To-Create-ePortfolios-with-GoogleApps>

<http://electronicportfolios.org>

Senior Thesis

CONTENT

- Research topics should be discussed with committee members prior to submission of application. Students should have their own ideas for a research topic, and any projects related building on previous class work must be in addition to class requirements. Example: you may choose to expand on a research paper submitted in one of the HSC core classes.
- Topics must be related to the field of Health Education & Behavior.

FORMAT

- The final draft of paper must be typed and double-spaced.
- The paper submitted should be 25-50 pages or 7,500-15,000 words in length.
- Two copies of the final draft must be submitted to the Coordinator for Undergraduate Programs by the designated deadline. Accompanying the thesis should be the thesis submission form which can be completed online at <http://www.honors.ufl.edu/thesisguide.html>.

THINGS TO CONSIDER

Basic Assumptions regarding Student Responsibilities:

- Devoting sufficient time for thesis preparation. Theses require large blocks of research and writing time as well as regularly scheduled meetings with your professor. In general, students with a heavy course load and/or major work or volunteer activities will not be able to complete an acceptable thesis. (Internships may create a time barrier for students.)
- Writing skills should be sufficiently developed before attempting to write a thesis. Students who have not previously completed highly regarded (i.e., graded) research papers in college will not be able to complete an acceptable thesis. The professor will ask for an example of such written work before accepting the supervisory responsibility.
- Theses are more than extended (i.e., approximately 25-30 page) research papers. They include research of scientific sources of the topic, but also include original work that extends the research found in the literature that the student conducts. This may include a wide variety of acceptable research methods, such as case studies, interviews, experiment, etc.
- Your chairing professor has the discretion of requiring you to register for 1 credit of Independent Study (HSC 4905) to account for time they spend working with you on your research. Please see Undergraduate Coordinator for course and section number.
- The ultimate goal of the senior thesis should be to submit for publication. Additionally, the thesis should set a foundation for future research.

Submission of Proposal to the Professor:

- Your Proposal should begin with a definitive statement of the problem or project. Its purpose, scope, and limit should be clearly delineated. Then, as concisely as possible, describe research methods and design, and the significance of the work.
- The proposal must be turned in to your honors chair before submitting the honors thesis paperwork to the Undergraduate Coordinator. A copy should accompany your honors thesis paperwork as well.

Final Written Thesis:

- The thesis should be submitted in a written format that conforms to an acceptable professional writing guide, such as that of the American Psychological Association.

Abstract for Final Project:

- Your Abstract should begin with a definitive statement of the problem or project. Its purpose, scope, and limit should be clearly delineated. Then, as concisely as possible, describe research methods and design, major findings, the significance of the work (if appropriate), and conclusions.

Thesis format:

- Statement of the problem,; research questions or hypotheses
- Significance of the research project
- Review of the literature (scientific sources)
- Research method
- Findings
- Discussion and conclusions (which would, of course, include implications for health education/ health promotion)

Timeline:

- Students will be expected to submit drafts to the supervising professor during the semester(s) prior to the deadline for the final paper. The professor will discuss these submission dates with the student and the student will be expected to comply with the deadlines established. Failure to adhere to the schedule for draft submissions is usually cause for non-completion of or unacceptable theses. It is expected that the submission of the final thesis to faculty will allow a full calendar week, at minimum, for their review and assessment of the final thesis to determine its acceptability and, if worthy, its level of evaluation for “Honors” or “High Honors.”

SUBMISSION

After review, the honors committee will recommend graduation with the designation of Magna or Summa cum laude. The chair also has the discretion of not awarding either high or highest honors if they feel the work submitted does not justify as such.

The student will be notified of the designation of high or highest honors within 3 weeks of submission. The Office of the University Registrar will include a statement on the student's transcript and diploma indicating degree, date, and magna or summa cum laude designation.

Project Designation

- I have elected to complete a **Professional Portfolio** for graduation with **High honors**.
- I have elected to complete a **Senior Thesis** for graduation with **High or Highest honors**. Please complete the following:

Thesis Proposal

On a separate piece of paper, please type the following information:

1. Write a definitive statement of the problem or project.
2. Briefly, but clearly, describe the purpose, scope and limit of the project.
3. As concisely as possible, describe your research methods and design for your project, as well as the significance of the work.
4. Formulate a timeline for your research or project to include at minimum one preliminary draft submission of your thesis as determined by your honors committee chairperson.

Please note that the final submission date to your committee chair should allow a minimum of two weeks review time prior to the honors project due date as listed below.

This must be turned in to your honors chair before submitting the honors thesis paperwork to the Undergraduate Coordinator. A copy should accompany your honors thesis paperwork as well.

Registration Information (Please check one)

- This student is required to register for one credit of Independent Study (HSC4905) for senior thesis research.
- This student is not required to register for Independent Study (HSC4905) for senior thesis research.

Signature of Honors Committee Chair: _____

Affirmation Statement

I have received all the information regarding submission of an academic portfolio or senior thesis in partial fulfillment of the high/highest honors designation. I understand that my thesis project is due according to the following schedule:

<u>Semester of Graduation</u>	<u>Preliminary Draft</u>	<u>Final Draft</u>
Spring	February 25 th	April 1 st
Summer	June 15 th	July 25 th
Fall	October 25 th	December 1 st

I also understand that should I choose not to complete a senior thesis or portfolio at any point prior to the final draft deadline, I will not have another opportunity to do so. Failure to adhere to the schedule of deadlines for draft submissions may be considered cause for cancellation of Application for High or Highest Honors.

Student's Name (Print)

Student's Signature

Date

For Office Use Only

Final Draft Received on: _____

Preliminary Honors Designation:

Honors

High Honors

Highest Honors

Final Honors Designation:

Honors

High Honors

Highest Honors