BENTLEY UNIVERSITY

Honors Program

STUDENT HANDBOOK
SPRING 2020

Index

Welcome to the Honors Program!

Welcome to Bentley University Honors Program! This handbook contains important information for all honors students, containing our mission, vision, and benefits, as well as critical information that you need to be successful in our program. In this document, you will find important dates, campus contacts, opportunities to get involved both on and off campus, and documents you may need to submit in order to complete the program.

The Honors Program here at Bentley University offers a unique experience for our students. We provide small and highly interactive courses. We have dedicated faculty ready to help you succeed, fellowship opportunities, research funding, Honors defined living communities, and several co-curricular activities. We are committed to building an inclusive and welcoming environment for our students by valuing and embracing diversity in beliefs, backgrounds, identities, and ideas. As a Falcon, we expect you to embrace the Core Values of Bentley University.

The purpose of this handbook is to help you navigate through your years here at Bentley, while at the same time, giving you the proper tools to succeed in our program. In the Honors Program, we hold our students to high standards; as such, we have the Honors Program Academic Integrity Guidelines.

The Honors Program Leadership Team welcomes any comments, questions, and suggestions to help you feel the sense of community we look to achieve. We welcome you to another school year!

Honors Program Leadership Team

Professor Christian Rubio, Director
Professor Rob DeLeo, Associate Director,
Professor Zoë Wagner, Chair of the Faculty Honors Council
Michelle Yestrepsky, Honors Program Manager
Tyler Sherman, Residential Director of Honors First Year Community
Anthony Majer, Residential Director of Upper Class Honors Community

Mission and Vision

Mission

The Bentley University Honors Program offers a distinctive learning experience to a diverse community of highly motivated students who are passionate about exploring the world, invigorated by inquiry, and driven to expand their horizons while giving back to their community, both within and beyond Bentley.

Vision

The Honors Program provides participating students with an interdisciplinary curriculum designed to foster advanced intellectual growth and lay a foundation for life-long learning. In a unique business school that values a strong liberal arts education, honors students are enriched by their exposure to interdisciplinary approaches, experiential learning, and academic research. Honors students are expected to demonstrate leadership and initiative in their curricular and extra-curricular endeavors. Honors students have opportunities to integrate their academic life with an array of experiences that enhance their broader, individualized learning experience.

Honors Program Requirements

Honors Program Requirements and Procedures for Graduation for students that arrived prior to fall 2019

The following summarizes the requirements of Honors students to graduate from the Honors Program:

- Honors students must maintain and graduate with an overall GPA of at least 3.30 (without rounding). Failure to maintain at least a 3.30 overall GPA will result in probation or dismissal from the Honors Program. For more information, see the section about probationary status.
- All Honors students must graduate with at least a 3.30 overall GPA, regardless of circumstances.
- Honors students must complete at least eight (8) Honors designated courses, plus the senior Capstone course.
- Honors coursework is typically comprised of six general education or elective courses, two courses within a student's major, and the senior Honors Capstone project. However, the exact composition of the course requirements can vary by major, which can be found in the section Honors Major Requirement.
- Students must complete the Honors Capstone course during their last year.
- Students must adhere to the Honors defined academic integrity standards.

Honors Program Requirements and Procedures for Graduation for students that arrived during or after fall 2019

The following summarizes the requirements of Honors students to graduate from the Honors Program:

- Students in the Honors Program must meet the following overall GPA requirements:
  - End of the first full semester at Bentley University: 3.3
  - End of the second full semester at Bentley University 3.3
  - End of the third full semester at Bentley University 3.4
  - End of the fourth full semester at Bentley University 3.4
  - End of the fifth full semester at Bentley University to graduation: 3.5*
    * All Honors students must graduate with at least a 3.50 overall GPA, regardless of circumstances.
- Honors students must complete at least eight (8) honors designated courses, plus the senior Capstone course. Honors coursework is typically comprised of six general education or elective courses, two courses within a student's major, and the senior Honors capstone project. However, the exact composition of the course requirements can vary by major, which can be found in the section Honors Major Requirement.

- Students are required to complete a service learning experience during their second year in the form of either a 4th credit Service Learning class or an embedded Service Learning course, as defined by Service-Learning and Civic Engagement Center.

HONORS COURSE REQUIREMENTS IN MAJOR

Please note the 6 + 2 + C applies to everyone, except FA majors. Honors contract can *only* fulfill the 2 courses for your major, if applicable to your program of study.

Business Majors

AC & SAC	CIS	FA	FI	EF & BE#	IDCC	CR	MG	MK	PRS
AC 311-H Fall Only	Any Two CIS In-Major Course Projects (Requires Advance Approval – Contact Honors Program for Details)	AC 311-H Fall Only	FI 306-H Fall or Spring	EC 224-H Fall or Spring	Any two IDCC In-Major Course Projects (Requires Advance Approval – Contact Honors Program for Details)	Any two CR In-Major Course Projects (Requires Advance Approval – Contact Honors Program for Details)	1. One of MG 240 – H MG 345 – H MG 331 – H MG 332 – H MG 334 – H 2. Any MG XXX - H	Any two of the following: MK XXX-H MK 411 EC 361 HNR 440 (MK Focus) MK Course Project(s) (Requires Advance Approval– Contact Honors Program for Details)	Any two of the following: MG 360-H COM 210-H MG 240-H HNR 440 (PRS focus) PRS Course Project(s) (Requires Advance Approval– Contact Honors Program for Details)
AC 312-H Spring Only		AC 312-H Spring Only FI 307-H* Fall or Spring	FI 307-H Fall or Spring	EC 225-H Fall or Spring					

*Note: FI 307 not required for FA majors enrolled in BS/MS Finance 4 year program

#Note: EC 431 can apply toward Honors capstone requirement for BE majors

Arts and Sciences Majors

ASC, DA & MA	HI ##	HLS AND SSC	PPL	HPS	LA, IA, MC, EN, PH
No prescribed honors courses in major are required for completion of the Honors program. Any 8 Honors + the Honors Capstone will satisfy the Honors requirements.	Any two HI XXX-H Courses	Any two of the following: Any Honors course(s) satisfying HLS/SSC major requirements NASE 415 HNR 445 (HLS/SSC focus) HLS/SSC Course Project(s) (Requires Advance Approval– Contact Honors Program for details)	Any two of the following: Any Honors course(s) satisfying PPL major requirements HNR 445 (PPL Focus) PPL Course Project(s) (Requires Advance Approval– Contact Honors Program for Details)	Any two of the following: HNR 445 (SPS Focus) SPS Course Project(s) (Requires Advance Approval– Contact Honors Program for Details)	No prescribed honors courses in major are required for completion of the Honors Program. Any 8 Honors + the Honors Capstone will satisfy the Honors requirements.

##Note: HI 402 can apply toward Honors capstone requirement for HI majors

Honors Requirements for Computer Information Systems, Creative Industries, Hispanic Studies, Information Design and Corporate Communication, Public Policy, and Professional Sales majors

You need to be aware of the Honors Program requirements of your major. There are a relatively small number of students in these majors in the Honors Program, and unfortunately, as a result, your major department may be unable to offer us the ability to run Honors courses in these disciplines on a regular basis. Within these majors, there are specific courses that can be taken to satisfy the Honors in-major requirement. In cases where you may not be able to feasibly take courses to fulfill Honors in-major requirements, an alternative option to satisfy these requirements is to complete an *Honors Contract*. This contract may require that you complete an extra project or paper in a non-Honors course within the major required courses. Once the contract is completed, you will fulfill the Honors in-major requirements. (Please note that we strongly recommend that you take standalone in-major Honors courses when offered to fulfill these requirements).

Honors Requirements for Management and Marketing majors

You need to be aware of the Honors Program requirements of your major. There are a relatively small number of students in these majors in the Honors Program, and unfortunately, as a result, your major department may be unable to offer us the ability to run Honors courses in these disciplines on a regular basis. Within these majors, there are specific courses that can be taken to satisfy the Honors in-major requirement. In cases where you may not be able to feasibly take courses to fulfill Honors in-major requirements, an alternative option to satisfy these requirements is to complete an *Honors Contract*. This contract may require that you complete an extra project or paper in a non-Honors course within the major required courses. Once the contract is completed, you will fulfill the Honors in-major requirements.

However, because the Management Department and Marketing Department offer Honors courses, we strongly recommend that you take standalone in-major Honors courses when offered to fulfill these requirements. This is particularly encouraged for students who are early in their major courses—if you are unsure which option(s) you should pursue, you should consult the Office of Academic Services, or the Director of the Honors Program, Christian Rubio.

Studying Abroad

When studying abroad for a full semester, Honors students are *not able to receive Honors course credit*. However, some exceptions will be made for **ONLY for those studying abroad for a year continuously**. Full year abroad students may petition the Honors Program to accept a course for honors credit if they meet the following criteria:

- Students will be studying abroad for a **full year continuously.**
- Students petition the Honors Program **PRIOR to registering** for courses. Petitions **will not** be granted after the fact.
- Students can only petition for **Honors major required courses.** Other courses will not be considered under any circumstances.
- Petitioning students must meet with the Office of Academic Services. Students must request a statement from the Office of Academic Services attesting that without the waiver, their academic plan would be in jeopardy.
- Students must submit a brief explanation/justification for the waiver and a copy of the course abroad syllabus (if available) along with any other information about the course/program that is available. Students must arrange to have the statement from the Office of Academic Advising sent to the Honors Program Director for review.

It is important to note that the above is an exception under unique circumstances to help accommodate students who will be studying abroad for a full year. Students should not expect an exception to be automatically granted even if the criteria above is met, which is why the petition must take place prior to going abroad. Failure to understand and follow the policies can result in taking courses that jeopardize meeting the requirements to graduate out of the Honors Program, so as always it is vitally important that students are mindful of this information when creating study abroad and academic plans.

Honors Contract Information

To get your course(s) set up for Honors Program credit, you will need to complete the following steps.

1. First, you will need to work with your professor and agree upon an extra project or paper for the course related to the course topics or themes.
2. You will need to write a proposal for the project, and have it reviewed and approved by your professor. The proposal should be written to explain the basics of the project (why, how, etc.), and discuss how it fits in with the broader course themes and meets the criteria below.
3. **Once the instructor approves, submit the project proposal electronically to** GA_honorsprogram@bentley.edu **for review no later than the third Friday of the fall or spring semester.** For summer classes, project proposals must be submitted within the first week of classes. The Honors Program Director will review the proposal and make any comments or suggested changes, and then you can go ahead with the project.
4. At the end of the semester, the Honors Program Leadership team will contact your professor and ask them for your final project[1]. Your professor will also give feedback on the quality and appropriateness of the project to meeting Honors and course standards. The Honors Program Leadership team will then review the final project at the end of the semester, or when completed, to ensure that it meets the Honors Program standards.
5. Final projects should be submitted to your professor by the dates you both agreed upon.

The specifics of the project are up to the discretion of you and the professor. In general, the project should not just be 'extra work', but should be a thoughtful, personally interesting or relevant, and appropriately in-depth project as an extension of the regular course work. The project should be distinct from the non-Honors coursework if applicable. **Projects and proposals should be written and focused so that they meet several of the following criteria:**

o It explores greater depth of existing course topic(s) or other important or advanced topics not covered in existing course.
o It employs technical research tools and techniques.
o It integrates analysis of academic papers in relevant field journals to explore the topic question(s).
o It makes appropriate use of original source readings or foundation/classic readings in the field.

Both the proposal and the final project should clearly reflect some of these criteria. Typical final projects can be around 20 pages long, but this varies greatly by course, instructor, topic, scope of

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[1] Please keep in mind that under no circumstances your Contract will affect your final grade of the class.

project, etc. Thus, there is no specific length or formatting requirements; any restrictions of this type are up to the discretion of the professor.

Honors Capstone Information

The Honors Capstone is the culminating project required to successfully complete the Honors Program. For most Honors students, this is the highlight of their time at Bentley. Working on this project allows you to investigate a problem and do serious writing, research, or creative work. It could also give you the opportunity to work with a team led by a faculty member as a consultant for organization.

For students that arrived prior to fall 2019

The capstone is to be completed during your last year. Starting in the fall of 2019, you will have a choice of three different types of capstone experience:

- The Scholarly Project
- The Creative Project
- The Community Based Research (CBR) Project.

The Scholarly Track and the Creative Track require a proposal during the semester prior to working on the actual project. Once your proposal is approved you will be registered for either HNR 440 or HNR 445. You are expected to complete your project and present it at the annual Honors Research Conference on campus. The CBR requires a separate application process for which you will be interviewed by the faculty leading the team.

Spring 2020 Capstone Deadlines

- September 25, 2019: Capstone proposal application
- November 4, 2019: Capstone proposal final draft submitted to your advisor
- November 13, 2019: Individual project proposal submitted to Associate Director
- December 20, 2019: Acceptance and registration of your capstone project (HNR 445, HNR 440, EC 431)
- April 8, 2020: Complete draft submitted to your advisor
- March 2, 2020: Conference Abstract submitted to via email to GA_HonorsProgram@bentley.edu
- April 13, 2020: Award nominations
- April 24, 2020: Honors Conference Presentation
- May 1, 2020: Final project submitted via email to GA_HonorsProgram@bentley.edu and your advisor for final grading

In order to enhance your Honors Program experience, during your second year, you will be required to complete a service learning experience. During the fall semester of your third year[2], you will select from one of three Capstone tracks:

- The Scholarly Track
- The Creative Track
- The Community Based Research Track

The Scholarly Project Track allows students to work one-on-one with a faculty advisor to complete a scholarly research project. Scholarly projects should aim to make an original contribution to the academic literature.

The Creative Project Track also allows students to work with a faculty advisor. In this case, however, students are tasked with producing a creative project, such as an art installation, musical score, poetry anthology, or any other form of artistic expression.

Finally, *the Community-Based Research (CBR) Track* brings together a team of students and tasks them with completing an applied research project on behalf of a community partner, such as a non-profit or governmental organization. A faculty advisor guides student teams. The CBR requires a separate application process for which you will be interviewed by the faculty leading the team.

Regardless of the track, students are expected to present their research at the Honors Research Conference, which is typically held during the end of the spring semester of their senior year.

REQUIREMENTS BY TRACK:

The Scholarly and Creative Track
- HNR 450 Honors Capstone: Project Proposal (H) Honors Capstone Proposal (1.5 Credits)[3] to be taken during your spring semester of your third year.[4]
- HNR 460 Honors Capstone Project (H) Honors Capstone Project (1.5 Credits) to be completed during your fall semester of your fourth year.

The Community-Based Research Track
HNR 445 (H) Honors Capstone Course

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[2] Please note that if you plan to graduate early, your timeline will change. Therefore, we recommend you setting an appointment with the Director or the Associate Director of the program to discuss details.
[3] EXP201 is a pre-requisite for this course.
[4] If you plan to go abroad during your spring semester third year, you will be required to complete your proposal during your fall semester third year.

Governance

The Honors Program is governed by the Honors Program Leadership Team and the Honors Faculty Council (HFC). The HFC is composed of faculty members, the Honors Program Leadership Team, and the President of the Student Honors Council. The HFC meets monthly and supports the administration of the program via voting or coming to an agreement with the Honors Leadership team in decisions affecting the program.

Student Honors Council

The Student Honors Council (SHC) is the body that represents the students to the Honors Leadership Team and is part of the decision-making process of the Honors Program by having a presence in the FHC. The SHC is composed of a President, Vice-President, Secretary, and Class Representatives from every year. The SHC is selected during the fall semester and acts as a liaison between Honors students and the administration. In addition, the SHC administers various student committees, such as the Event Planning Committee, The Mentorship Committee, the Newsletter Committee, and the Recruitment Committee.

Event Planning Committee -
Event planning is led by the Events Chair, who is a class representative that will be selected by the SHC. Members of this committee are selected by the Events Chair on an application basis per calendar year. They are charged with organizing all events for the Honors Program.

Recruitment Committee -
Led by the Recruitment Chair, who is a class representative that will be selected by the SHC. This committee is composed of no more than four members, including the Recruitment Chair. Members are selected by the Recruitment Chair on an application basis per calendar year. They are charged with all recruitment efforts led by the Honors Program, in collaboration with the Honors Program Director.

Mentorship Committee -
Led by the Mentorship Chair, who is a class representative that will be selected by the SHC. This committee is composed of no more than four members, including the Mentorship Chair. Members are selected by the Mentorship Chair on application basis per calendar year. They are charged with running the mentorship program as stated in the Mentorship Guide documentation in the online folder.

The Newsletter Committee -
Led by the Chief Editor, who is selected by the SHC. It is composed of no more than four members, including the Chief Editor. Members are selected by Chief Editor on an application basis each semester.

Honors Academic Probation

If a student does not achieve the required cumulative GPA at the end of a semester (fall, spring, or summer), the student will be placed on Honors academic probation. Students on Honors academic probation will be given the subsequent semester after the term in which they fell below the required GPA to raise their cumulative GPA to the necessary standard (please see page five for Honors Program GPA requirements). Students who do not meet the GPA requirement at the end of the probation period will be dismissed from the Honors Program. If the student is on leave or study abroad the semester after the term in which they fell below the required GPA, the student will be on Honors academic probation during the first semester they resume courses on campus at Bentley University. If a student's semester GPA improves significantly at the end of the Honors academic probation, but still does not meet the Honors Program requirements, the Honors Faculty Council may extend the Honors academic program for one additional semester. Students who fall below the required overall GPA more than once will be dismissed from the Honors Program.

Students may appeal a dismissal decision after completing a semester of Honors Probation and failing to raise their GPA to the required Honors Program standards. The Honors Leadership Team, in tandem with the Honors Faculty Council, will evaluate whether or not the extenuating circumstances directly and clearly adversely affected the student's academic performance as well the student's potential for satisfying The Honors Program requirements for graduation. Students whose appeals are granted will receive one additional probationary semester to meet the required GPA minimum. No other grounds for appeal will be considered.

Honors Program Academic Integrity Guidelines

Participation in the Honors Program is a privilege and, as such, students are subject to removal from the Honors Program for breaches of the academic integrity (AI) guidelines. To encourage leadership and foster the values of the Honors Program, Honors students are expected to voluntarily report academic integrity charges to the Director of the Honors Program, upon formal receipt of the charges.

The following serves as a guideline to dismissal from the Honors Program for AI breaches. Students may be permanently removed from the Honors Program under the following circumstances:

- If a student receives two or more Level I AI sanctions.
- If a student receives one or more Level II AI sanctions.

Students who are subject to the above removal criteria will be removed from the Honors Program upon a finding of a violation from the Academic Integrity Director and the Academic Integrity Board, if applicable. At such time, the Academic Integrity Director and/or the Academic Integrity Board will notify student of removal from the Honors Program, in addition to any other applicable academic sanctions related to the charges and notify the Honors Program of the removal sanction.

To ensure consistency between current campus-wide and Honors Program academic integrity procedures, and facilitate fairness and educate students about academic integrity, any AI incident involving an Honors Program student will automatically result in an Academic Integrity Hearing, regardless of the Level of AI violation, unless the student chooses to admit to the allegations, accept the proposed sanctions and resign from the Honors Program. In an AI hearing the student's Honors Program affiliation will not be admitted and may have no bearing on the judgment of a violation. If the hearing determines the allegation to be an AI violation, the hearing shall include removal from the Honors Program in its consideration of appropriate sanctions based upon the Honors Program's guidelines for dismissal above.

If removal is determined appropriate, the student is notified in writing of the sanction. Pending the result of the student's right to appeal under the AI policy, the Honors Program Director is notified. In a situation where a pending incident report may impact graduation privileges, the AI Director will inform the Honors Program Director of the existence of a pending incident report without any details.

If charges occur near the end of the semester in which the student is graduating, every effort shall be made to adjudicate the case promptly in order to determine whether the student will be eligible to graduate with Honors. However, all privileges of the Honors Program, including walking with Honors at graduation and Honors transcript designations will be suspended until the resolution of the case occurs through the Academic Integrity process. Students can appeal the suspension of privileges in writing temporarily for the purposes of walking with Honors at graduation by requesting that the case be reviewed by the Director of the Honors Program. Temporary provisions of walking with Honors at graduation will be based on a preliminary review of all

charges, circumstances and evidence available, and based upon the ability of the Director to review the case in a timely manner, and is solely for the purpose of the opportunity to walk with Honors designation at graduation. Reinstatement of this privilege in light of the evidence and circumstances has no bearing on the ultimate outcome of the charges, and in no way should be interpreted as reflective of a pending decision by the Academic Integrity Board or Director.

The circumstances in which Honors Program students are subject to removal from the Honors Program are subject to periodic review and update and may change as University wide academic integrity standards and policies are updated or changed.

BENTLEY
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Honors Program

HONORS CONTRACT FORM

Name:

SID:

Course name and code:

Instructor name:

A brief description of the proposal, including a description of how the project fits into the course and extends beyond the current coursework in breadth and/or depth of topic(s).

Application for Fall 2020
Honors Capstone Project

Please complete all of the following boxes and return in person to Prof. Rob DeLeo (MOR 274) by 4:00 pm on Friday, February 7. Your full proposal will be due by Monday, April 20.

Name:	
Student ID #:	@
Major:	
Anticipated graduation date:	Fall 2020 OR _____
Describe the subject area that you would like to research with your capstone project and specific questions you would like to answer:	
Advisor name:	
Advisor's department:	
Advisor's signature:	
Associate Director's signature:	