



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

*Honors
Program
Handbook*

Effective Spring 2023

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Honors Program



Kuhn Honors and Scholars House

Global Awareness

Original Inquiry

Academic Enrichment

Leadership Development

Service Engagement

College of Food, Agricultural, and Environmental Sciences

The Ohio State University

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2120 Fyffe Road

Columbus, Ohio 43210-1066

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The College of Food, Agricultural, and Environmental Sciences Honors Program

The Honors Committee

The College of Food, Agricultural, and Environmental Sciences (CFAES) Honors Program is administrated by the College Honors Committee. The Honors Committee supports activities related to the Honors curriculum and undergraduate student development, including undergraduate Honors research. The Committee reviews the Honors Curriculum and CFAES Honors course proposals; and receives, reviews, and awards funding for Honors Research Project proposals. The Committee is composed of each Departmental Honors Program Coordinator and the College Honors Program Director.

College of Food, Agricultural, and Environmental Sciences Honors Program Director

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Objectives of the Honors Program

The CFAES Honors Program is designed for high ability, highly motivated students pursuing Bachelor of Science (B.S.) degrees in Agriculture, Construction Systems Management, Food Science, and Nutrition. The objectives of the program are to:

- Academically challenge the Honors students with a curriculum of greater breadth and depth than the standard B.S. program
- Develop the analytical and critical thinking skills of the Honors student through an independent Honors project
- Foster an interest in pursuing advanced degrees and research careers
- Reward outstanding scholastic achievements with scholarships and other awards
- Provide a scholarly environment in which Honors students can interact with each other, college faculty, and staff outside of the classroom

Philosophy of the Honors Program

The Honors program is for high ability, motivated students who recognize and seek to develop their abilities more fully by undertaking a variety of challenging academic experiences. These experiences include Honors courses, accelerated and advanced courses, and interactive research studies, which collectively aim to prepare future leaders.

Undergraduate Program

In consultation with their Faculty Advisor and Departmental Honors Coordinator, students develop an individual Honors curriculum. The curriculum is designed to challenge high ability students and is based on the concepts of flexibility in course selection; enrollment in Honors, accelerated, or advanced courses; and an Honors Project. The curriculum provides a more liberal education for the Honors student, enables the Honors student to achieve breadth and depth in the academic program, and defines academic growth in a more personal way.

Benefits of the Honors Program

Community

Honors students are part of a smaller academic community within OSU, with access to specialized learning communities and study abroad opportunities.

Individual Honors Curriculum

Honors students create their own individualized curriculum in consultation with their Faculty Advisor and Departmental Honors Coordinator, which provides greater opportunity for individual development in the student's area of interest.

Scholarships

Honors students have access to merit-based scholarships within CFAES awarded based on the Honors Project Proposal. Additional opportunities are available through the University Honors & Scholars Program.

Honors Courses

Honors students have access to Honors and Honors Embedded courses. These courses provide a more enhanced learning experience through greater rigor and faculty/student interaction. Generally, more than 350 courses are available throughout the university as Honors courses each year.

Individual Advising

Students are assigned a Faculty Advisor within their department of major when they first enter the college. The advisor and student work together in planning the *Individual Honors Curriculum* and *Honors Project Plan*. A Project Advisor may also be selected to serve as a mentor for the Honors Project.

The Departmental Honors Coordinator may serve as the Faculty Advisor and/or the mentor for the Honors Project. When the Faculty Advisor and Honors Project Mentor differ from the Departmental Honors Coordinator, the Departmental Honors Coordinator will assist in student advising to provide guidance toward fulfilling the Honors Program Requirement.

Priority Scheduling

Honors Students enjoy priority scheduling, making them among the first to schedule courses each semester. This privilege enables students to meet the expectations and requirements of the Honors Program.

Special Recognition

Students completing Honors courses have these courses designated on their transcripts with an "H" (Honors) or an "E" (Honors Embedded) next to the course number. When successfully completing the Honors Program in their area of study students graduate with *Honors Research Distinction* inscribed on their diploma.

Career Preparation

Students in the Honors Program are given greater opportunity to solve problems, communicate effectively, think logically and analytically, and become self-educating. All of which are skills sought by employers, as well as graduate and professional schools.

Admission Criteria

Entering Freshmen

To apply for the University Honors program, prospective students must apply for admission to Ohio State by November 1st and indicate her/his interest in being considered for the Honors Program on the Common Application. Acceptance into the University Honors Program is a competitive process. Successful students typically demonstrate strong academic records with analytical and critical thinking skills, enriched extracurricular and/or work experiences, and broadening personal or professional experiences. During the first year, accepted University Honors Affiliates must then decide to enter a College's Honors Program.

To enter the College of Food, Agricultural, and Environmental Sciences Honors Program, those students admitted as a University Honors Affiliate as freshmen must have a 3.4 CPHR (GPA) and must submit an *Individual Honors Curriculum* by **the Friday before spring break** of the first year of enrollment at Ohio State. A minimum of 12 hours of OSU coursework completion is required. The *Individual Honors Curriculum* and *Plan for Graduating with Honors Research Distinction* are available at this link: <https://students.cfaes.ohio-state.edu/academics/undergraduate/honors-and-scholars/forms>.

Students should consult with their Faculty Advisor and Departmental Honors Coordinator as they are preparing their proposed curriculum. The *Individual Honors Curriculum* must be reviewed and approved by the Faculty Advisor, Departmental Honors Program Coordinator, and then forwarded to the CFAES Honors Director's office. Those students who do not submit an *Individual Honors Curriculum* and *Plan for Graduating with Honors Research Distinction* by **the Friday before spring break** will lose Honors status until it is submitted and approved.

Transfer and Currently Enrolled Students

Transfer students from other colleges at Ohio State or OSU affiliated campuses that were accepted as a University Honors affiliate are required to develop and submit an *Individual Honors Curriculum* for review and approval by the Faculty Advisor, Departmental Honors Program Coordinator, as well as the College Honors Director to maintain Honors status in CFAES.

Students currently enrolled in CFAES that have attained comparable academic standing to University Honors Affiliates may acquire Honors status. Comparable academic standing includes completion of a minimum of 12 hours of credit at the OSU main campus and a minimum 3.4 CPHR. Students interested in attaining Honors status should visit with the College Honors Director and the Departmental Honors Program Coordinator. The Honors designation will be posted upon approval of the Individual Honors Contract. Students interested in attaining Honors status should plan early to fulfill the Honors Program requirements and to gain the most from the Honors Program.

Reviewed Applications

Students applying to the Honors Program can download the *Individual Honors Curriculum and Plan for Graduating with Honors Research Distinction* from this link: <https://students.cfaes.ohio-state.edu/academics/undergraduate/honors-and-scholars/forms>. Honors applications are reviewed throughout the semester and academic year. Students who have an approved *Individual Honors Curriculum and Plan for Graduating with Honors Research Distinction* on file will receive the Honors designation, as long as they continue to maintain progress. Special degree audits are created for Honors students that have an *Individualized Honors Curriculum and Plan* on file in the College Office.

Continued Enrollment in the Honors Program

To remain in the Agriculture Honors Program, a student must not fall below a 3.4 CPHR for more than two consecutive semesters. To graduate in the Honors Program, a 3.4 CPHR or above is required in all coursework, in addition to the completion of the *Individual Honors Curriculum* and the Honors Project.

The Individual Honors Curriculum

Undergraduate

The first step in preparing the *Individual Honors Curriculum and Plan* is for students to prepare a statement presenting his/her academic area(s) of interest, as well as short-term and long-term plans. The student should develop their *Individual Honors Curriculum* in consultation with their Faculty Advisor and Departmental Honors Coordinator, using the future plans statement as a reference point. The *Individual Honors Curriculum* is available on the CFAES Honors website: <https://students.cfaes.ohio-state.edu/academics/undergraduate/honors-and-scholars/forms>.

It is recommended that all Honors students have depth in Honors or advanced level courses across the GE, major, and minor areas. A minimum of six Honors courses, two of which may be Honors embedded and two of which must be outside of the college, are required within the first three years of study. Honors students are encouraged to include a study abroad in their curriculum to develop global awareness beyond the classroom. If a student includes a study abroad program into their curriculum, he/she must have an alternative plan in the event he/she should not participate in the study abroad. A yearly plan showing how the Honors or Honors embedded courses will be met within the first three years is required as part of the *Individual Honors Curriculum*.

The student's statement explaining what makes their request an "Honors Curriculum" will be reviewed carefully. Flexibility in the departmental curriculum is anticipated and encouraged, as long as the curriculum results in a more challenging and rigorous list of courses.

After the student completes the *Individual Honors Curriculum and Plan*, it must be reviewed and approved by the Faculty Advisor, Departmental Honors Program Coordinator, and then forwarded to the CFAES Honors Director's office. The student will then be notified of approval or suggested modifications regarding his/her *Individual Honors Curriculum*.

Students and Faculty Advisors should feel free to contact the Departmental Honors Program Coordinator or College Honors Director if they have questions about preparing the *Individual Honors Curriculum*.

Honors Courses

Honors Course Requirements

There are over 350 sections of Honors courses offered annually at OSU. Honors courses neither penalize nor unduly reward students for their Honors' status, but offer an intellectually stimulating learning environment with smaller class sizes of 20 to 25 students. Honors embedded courses enroll Honors students in regularly scheduled non-Honors course sections, but offer additional learning opportunities not available to non-Honors students enrolled in the same section. Several courses in the College of Food, Agricultural, and Environmental Sciences have been developed for students in the Honors Program or for students who are eligible for membership in the Honors Program.

Each student must list a minimum of six Honors courses or Honors embedded (max. 2) on their *Individual Honors Curriculum*. Upper division courses (Microbiology 4000.01 or 4000.02, Molecular Genetics 4500, Biochemistry 4511, or any 5000-level course and above) taken within the first three years of college beyond high school graduation may substitute for an Honors course. A study abroad (minimum 6 weeks in length) may substitute for one Honors course. In addition, students are required to complete the online Honors Research Workshop, and six semester hours of Honors Research Project (4999H) in the major area or area of study. The Honors Research Workshop is an on-line training tool to familiarize students with requirements of the Honors Research Project and guide students through completion of writing the Honors Project Proposal. The Honors Research Workshop is available through Carmen (carmen.osu.edu) to CFAES Honors affiliates. Completion of the Honors Research Workshop is required for enrollment in 4999H. Enrollment in 4999H occurs over a minimum of two terms and students may enroll in one to five credits per term up to maximum of six credits total. The Honors Project alone does not make the curriculum uniquely different from the regular B.S. degree requirement and does not fulfill the requirements of the Honors Program alone.

Honors Curriculum Requirements

- a. FAES 1100H or equivalent
- b. Honors Research Workshop (carmen.osu.edu).
- b. Department of Major (or research study) 4999H—Honors Research Project
- c. A minimum of six (6) Honors or Honors embedded (max. of 2) courses planned within the first three years of college beyond high school graduation. Of these six courses, at least two courses must be outside of CFAES. At least two courses must be planned in year one of college, and at least two courses must be planned in year two of college beyond high school graduation.
- d. At least the minimums in each category of the General Education curriculum, as shown on the application, must be planned. Students are encouraged to strengthen the General Education where appropriate.
- e. A 4-year plan showing how the requirement of six Honors or Honors embedded courses in the first three years or equivalent is met.

A list of all Honors Courses is published each semester online through the master schedule of classes. Students and Faculty Advisors will find this list particularly helpful in selecting Honors courses in the General Education areas.

Areas of Study

The following areas of study are available in CFAES. Programs denoted with an asterisk (*) offer tailored specializations that fulfill student interest and career needs.

Agribusiness and Applied Economics	Construction Systems Management	Plant Health Management
Agricultural Communication	Culinary Science	Plant Pathology
Agricultural Systems Management	Entomology	Professional Golf Management
Agriscience Education	Food Business Management	Sustainable Plant Systems*
Animal Sciences*	Food Science and Technology	
Community Leadership	Meat Science	

Scholarships

Early each spring semester, the Honors Committee announces the guidelines and deadlines for Honors students to submit their Honors Project Proposals for consideration for awarding Honors scholarships. The quality of the Honors Project Proposal is the primary criterion on which scholarships are awarded.

Honors Small Grants

The announcement mentioned in the section above will also include information about the awarding by the Honors Committee of small grants in conjunction with the Honors Project to assist with allowable expenses associated with the conduct of the project. Small grant monies are released to the department in which the Honors student is majoring to assist the department with deferring these expenses.

Students that receive a small grant are required to present their research at the **CFAES Undergraduate Research Forum**. Additional information regarding Honors Scholarships and Grants is available through the Honors Research Workshop accessed at carmen.osu.edu.

The Honors Project

Each student in the Honors Program must complete an Honors Project. The conduct of the Honors Project is one of the most important aspects of a student's experiences in Honors. The Honors Project is an opportunity to develop and conduct research or a developmental project in the student's area of interest, with the guidance of a Faculty Research Mentor with expertise in the area.

Each Honors student must prepare a proposal prior to conducting a project. The proposal must be discussed with the student's Faculty Advisor (and Research Project Mentor if different from the Faculty Advisor) to give the student the benefit of the expertise of the faculty regarding current literature and research in the student's area of interest. A properly prepared proposal requires considerable thought about establishing project objectives, procedures, time, and facility priorities. Identifying a Faculty Research Mentor and initiating the proposal should occur no later than the junior year, so the project can be completed and presented during the senior year of the undergraduate program. However, students may initiate the Honors Project at an earlier stage of his/her academic program.

The Honors Project is completed when the written report, the Honors thesis, has been prepared in conjunction with a required examination (see below). The style of the final report depends upon the student's

Project Mentor, who serves as the Honors Thesis Advisor, and the departmental requirements.

The Honors thesis must be submitted to the University Libraries Knowledge Bank in partial fulfillment of graduation with Honors Research Distinction. It is the responsibility of the student and Departmental Honors Program Coordinator to be sure any recommended changes are included, and a final copy is submitted by the deadline.

To submit the thesis to Knowledge Bank visit: <http://kb.osu.edu/dspace/>. The Knowledge Bank contains collections of reports, presentations, publications, and policies and procedures related to The Ohio State University's implementation of an institutional repository. To submit the Honors thesis to Knowledge Bank, students must first register for an account. Once an account is established, students follow the posted submission instructions to upload the *Honors Thesis to the Undergraduate Research Theses and Honors Theses* collection. Once the thesis is uploaded to Knowledge Bank, the thesis is accessible through the web. Under certain circumstance, the Honors thesis advisor may not want to automatically disseminate the thesis for view. To delay dissemination, an embargo of the thesis should be requested.

Examination

The exam can be met by any one of the three following options: 1) a traditional exam, approximately one hour in length; 2) participation in two campus scholarly events including the CFAES Undergraduate Research Forum and one of the following University forums (the Denman Undergraduate Research Forum or the Autumn or Spring Undergraduate Research Festivals); or 3) oral or poster presentation at a regional, national, or international research conference where at least two faculty members will evaluate the project. Please note: If you are presenting at another OSU sponsored research event (other than those listed above), pre-approval must be obtained from the Research Advisor and the Assistant Dean for Student Development in the College Academic Programs Office.

If the traditional exam is selected, there must be three faculty members on the Examining Committee including, the Faculty Research Mentor who served as the Honors Thesis Advisor(s), the Departmental Honors Coordinator, and one other faculty member. Also, the Honors student must submit a copy of the final report to the Examination Committee at least one week prior to the oral examination. The examination is arranged by the student's Honors Thesis Advisor and is normally held the last semester of the senior year, or at the appropriate time as determined in consultation with the Honors Thesis Advisor and Departmental Honors Coordinator. During the exam, faculty will ask questions to test a student's judgment and understanding of the field of study, including the project or thesis. Successful completion of the traditional exam is indicated through the Exam Report. If either the campus scholarly events or a research conference is selected, then the Honors Thesis Advisor(s) evaluates completion of the project indicating through the Exam Report if the student is awarded with or without distinction.

Exam Report

The student's performance on both the Honors thesis and the examination is considered in determining a recommendation of with or without research distinction in the major(s). The recommendation is confirmed by the signature of the Honors Thesis Advisor and Departmental Honors Program Coordinator on the Exam Report. The Honors Departmental Coordinator will notify the student of the outcomes of the Exam Report and submit it to the College Honors Director.

The Exam Report is emailed to the Honors Thesis Advisor during the last term of the student's undergraduate program. Students completing the requirements earlier in their academic program may request the Exam Report from the College Honors Director.

Honors Research Distinction

To graduate with Honors Research Distinction and receive the title inscribed on the student's degree and transcript, the student must:

- a. Complete the Honors Project to the approval of the Honors Thesis Advisor and the Departmental Honors Program Coordinator.
- b. Have followed the approved curriculum with at least a cumulative point hour ratio of a 3.40.
- c. Be recommended by the Examining Committee. The Examining Committee will consider the student's performance in the examination and the quality of the project in determining recommendation with or without distinction in the major(s).

Complete a research project and one of the three options (A, B, or C) below.

- A. Present their research at the CFAES Undergraduate Research Forum where at least two faculty will evaluate the project. The student must also present at one of the following University research forums:
 1. Autumn Undergraduate Research Festival
 2. Denman Undergraduate Research Forum
 3. Spring Undergraduate Research Festival.

NOTE: If presenting at another OSU sponsored Research Event, pre-approval must be obtained from the Research Advisor and the Assistant Dean for Student Development in the College Academic Programs Office.

- B. Have a traditional one-hour exam with project mentor, one other faculty member in the discipline, and a third faculty member of choice.
- C. Present at a regional, national, or international research conference where at least two faculty will evaluate the project.

The preference is option **A**, if at all possible.

Students may graduate as Cum Laude (3.50-3.69 CPHR), Magna Cum Laude (3.70-3.89 CPHR), or Summa Cum Laude (3.90 or greater CPHR) based on the cumulative point hour ratio at the completion of the semester preceding the semester of graduation. In order to be considered, a student must have taken at least 60 credit hours at The Ohio State University.

Changing Approved Programs

Students may often find that they need to deviate from the *Individual Honors Curriculum* that was approved. Once a student's curriculum is approved, any changes requested must be evaluated and approved by the Faculty Advisor, Departmental Honors Program Coordinator, and the College Honors Director. Requests to revise the Honors Curriculum are done in consultation with the Faculty Advisor and Departmental Honors Program Coordinator. Requests are submitted through the *Request to Revise Individual Honors Curriculum* form and the Faculty Advisor and the Departmental Honors Program Coordinator must provide signatory approval of the request before submitting it to the CFAES Honors Director. Requests to add a course to the *Individual Honors Contract* must be submitted prior to changing course enrollment plans or no later than the fourth week of the semester during which the course is in progress. Requests to remove a course from the *Individual Honors Contract* must be submitted as soon as a decision is made and no later than the semester preceding the semester of planned graduation. The *Request to Revise Individual Honors Curriculum* form is available on the CFAES Honors website <https://students.cfaes.ohio-state.edu/academics/undergraduate/honors-and-scholars/forms>.

Withdrawal from the Program

A student wishing to withdraw from the Honors Program may do so by indicating this desire in writing by a letter or email to the Departmental Honors Program Coordinator with a copy to the College Honors Director. Realize that the student is responsible for meeting the standard degree requirements after withdrawal from the Program.

CFAES Honors Program & Project Timeline

The timeline provided is a sample timeline to guide students with completing the requirements to graduate with Honors Research Distinction. Completion of the Honors Project may deviate from this timeline and students must work with their Faculty Advisor, Honors Research Mentor, and Departmental Honors Coordinator if circumstances direct completion of the project earlier in the student's academic plan.

FRESHMAN YEAR

Autumn

- Complete FAES 1100H
- Prepare your Draft Honors Program Curriculum

Spring

- Submit your Honors Curriculum by the **Friday before Spring Break** if you have a 3.4 CPHR or better for Admission to CFAES Honors Program

SOPHOMORE YEAR

Spring

- Complete the Honors Research Workshop available through Carmen

Summer

- Consider areas of research project
- Be in contact with your prospective Research Advisor

JUNIOR YEAR

Autumn

- Finalize research proposal for submission for funding

Spring

- Submit research proposal for CFAES Scholarship & Small Grants
- Completed a minimum of 6 Honors courses by the end of this term

SENIOR YEAR

Autumn

- Start research project no later than beginning of Autumn of Senior Year
- Enroll in 4999H – Honors Project for 1-5 credits per term over two terms for a total of 6 hours during the Senior Year

Spring

- Enroll in 4999H – Honors Project for 1-5 credits per term over two terms for a total of 6 hours during the Senior Year
- Submit abstract for CFAES Undergraduate Research Forum and Denman or Autumn or Spring Research Festivals
- Compete in CFAES Undergraduate Research Forum and Denman or Autumn or Spring Research Festivals
- Complete the Research Project Thesis
- Complete Honors Exam (see below)

Schedule Honors Exam (1 of 3 options):

Compete in CFAES and Denman or

Autumn or Spring Festivals plus the Honors

Thesis

- Present Poster
- Receive approval form from department Honors coordinator

Oral Exam

- Schedule exam no later than 10th week of the term of graduation
- Submit Honors Thesis to Faculty Committee one week prior to exam
- Oral exam ~1 hour in length

Present at a Research Conference

- Present paper or poster at peer reviewed scientific meeting
- Receive approval form from department Honors coordinator

AND

Submit final Honors Project Thesis to Departmental Honors Coordinator no later than the 12th week of the term of graduation. The Honors Project Thesis should be reviewed and approved by the Faculty Research Mentor prior to submitting to the Departmental Honors Coordinator. Submit the final approved Honors Project Thesis to Knowledge Bank at:

<https://kb.osu.edu/dspace/handle/1811/166>. **Submit the signed Examination Report and a hard copy of the Honors Project Thesis to Dr. Whittington no later than the Wednesday of the last full week of classes during the term of graduation.**