LAS HONORS

Student Handbook

AY 2018-2019

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Welcome

Congratulations on your acceptance to the LAS James Scholar Program! You are among the top 12% of students in the College of Liberal Arts and Sciences. Your James Scholar status recognizes your hard work and the potential you hold to be a leader in your field and in your community.

The LAS James Scholar requirements are designed to challenge and enrich your time at Illinois as you build the skills you need to achieve your individual goals. They are also designed to encourage you to find balance in your everyday life—to commit to your own overall health and well-being alongside your academic and extra-curricular commitments. We hope you will use these requirements as motivation to complete experiences already in your plan as well as to explore experiences you have not yet considered. You will notice the requirements encourage you to form deep connections with your campus and Champaign-Urbana communities in a variety of ways. These communities will give much to you during your time at Illinois, and we hope you will give just as much back.

LAS James Scholars take on ambitious endeavors and work hard to keep their commitments, but we know unexpected challenges will arise. LAS Honors staff are here to advise and support you throughout your Illinois experience. Please use this handbook regularly to guide you through the expectations of the program, but also know we are here to help you navigate those situations that are beyond what can be anticipated in these pages.

Amanda Purnell Allison Holden
Associate Director Assistant Director

What is LAS Honors?

The mission of the James Scholar Program within the College of Liberal Arts and Sciences is to *empower* our students to be global citizens and global stewards; to *enlighten* them with deeper understanding of the diverse world in which they live; and to *engage* with the core values and responsibilities of moving toward a sustainable future.

We strive to assist our students in defining their role as active learners, critical thinkers, and influential leaders. The LAS James Scholar Program provides the best of the liberal arts education tradition with the resources, facilities, and opportunities of a flagship state university. From studying abroad to working one-on-one with faculty members, LAS Honors provides and supports ways for our students to do more, go farther, and become their very best.

Empower, enlighten, engage

The James Scholar Honors Program in the College of Liberal Arts & Sciences at Illinois provides rare opportunities for high-achieving, highly-motivated students to go farther. Going farther both figuratively and literally. Our students travel the globe, our alumni reach for the stars—studying medicine with NASA or even working as astronauts. Our students get involved with world-class faculty, learning from them and with them in cutting-edge research. Our students assist in creating the knowledge that others only read about. If you are ready to get involved, to be challenged, to have a lasting impact, then the LAS James Scholar Program is the place for you.

As an LAS James Scholar, you will be empowered to find your place as a global citizen and a global steward. You will learn about core values of Sustainability and its importance to the environment, the economy, and the people of your community, your country, and the broader world. LAS James Scholars always want to know more and to have a positive impact.

As an LAS James Scholar, you will be enlightened with a deeper understanding not only of your chosen major or majors, but the critical importance of the Liberal Arts and Sciences. You will gain an appreciation for multidisciplinary and interdisciplinary perspectives. LAS James Scholars experience deeper levels of learning: deeper, broader, richer.

As an LAS James Scholar, you will become engaged with your chosen discipline, your College, your University, your Community, and your World. You will be encouraged to get involved with curricular and co-curricular activities; experiential learning, community service, and a wide range of other opportunities created specifically for LAS James Scholars.

James Scholar program requirements

Full-time Students

Students must be full-time (12 credit hours per semester) to retain eligibility in the James Scholar Program. One underload (semester below 12 hours) is allowed if approved by the College of LAS.

GPA Requirement

Students must have a cumulative University of Illinois at Urbana-Champaign GPA of 3.50 at the end of every academic year to meet the GPA requirement of the James Scholar Program in LAS. At the completion of their first semester at Illinois, first-year LAS James Scholars must have an Illinois cumulative GPA of at least 3.25 in order to continue as a James Scholar.

Academic Integrity

James Scholars and nominees are held responsible for adherence to the rules for <u>Academic Integrity at Illinois</u> (Code of Policies and Regulations Applying to all Students, Article 1, Part 4). Students who are found to have been penalized within the scope of Article 1, Part 4 will automatically forfeit their LAS James Scholar membership and privileges.

Honors Points

Students must earn honors points each year they are an LAS James Scholar. Additional details about the honors point system are provided in the following pages.

The points system

James Scholars must earn at least 4 points for each academic year they are an LAS James Scholar. The number of years you are an LAS James Scholar before graduation will determine the number of honors points you need to earn overall, as well as how many should be academic (A) points and enrichment (E) points. The academic versus enrichment point breakdown is only a factor at graduation.

Annual James Scholar Certification is completed at the end of spring semester each academic year. To retain their standing as a James Scholar, students must follow the requirements listed previously, and meet the required 4-point benchmark for their year.

- End of first year as LAS James Scholar: 4 points
- End of second year as LAS James Scholar: 8 points
- End of third year as LAS James Scholar: 12 points
- End of fourth year as LAS James Scholar: 16 points

For James Scholar Graduation Honors

As indicated above, the number of years you are an LAS James Scholar before graduation will determine the number of honors points you need to earn overall, as well as how many should be academic (A) points and enrichment (E) points.

To graduate with James Scholar Graduation Honors:

- 4 years as LAS James Scholar: 16 honors points 10 academic and 6 enrichment
- 3 years as LAS James Scholar: 12 honors points 8 academic and 4 enrichment
- 2 years as LAS James Scholar: 8 honors points 5 academic and 3 enrichment
- 1 year as LAS James Scholar: 4 honors points 3 academic and 1 enrichment

James Scholars should schedule a James Scholar Graduation Review with LAS Honors staff during their senior year to review remaining requirements.

With these milestones in mind, students should be able to be proactive and plan ahead.

Summer Experiences

Summer experiences are eligible for honors points in limited categories (see pages 14-28 for details). Summer experiences will only count toward point requirements for the academic year following the summer in which the experience was completed (they cannot be used for certification consideration at the conclusion of the spring semester just prior to the summer experience).

How to plan ahead

Using this points system, you can be proactive. You can "bank" points, but you cannot borrow them. This means that if you earn points early in your college career, you can save them to complete the point requirements you must reach later in your college career.

EXAMPLE:

Barghav earned 6 honors points during his freshman year as a James Scholar.

Year in LAS Honors	Honors points required	Points earned this year	Total points earned	
Year 1	4	6	6	/

Barghav then earned 2 honors points during his sophomore year as a James Scholar.

Year in LAS Honors	Honors points required	Points earned this year	Total points earned	
Year 1	4	6	6	/
Year 2	8	2	8	/

However, you cannot borrow.

EXAMPLE:

Faith earned 4 honors points during her freshman year as a James Scholar.

Year in LAS Honors	Honors points required	Points earned this year	Total points earned	
Year 1	4	4	4	/

Faith then earned just 2 honors points during her sophomore year as a James Scholar, and planned to earn 6 honors points during her junior year. But because she did not reach the required points by the end of her sophomore year, she was not certified as a James Scholar.

Year in LAS Honors	Honors points required	Points earned this year	Total points earned	
Year 1	4	4	4	/
Year 2	8	2	6	X

To earn your required points and remain a James Scholar, you will submit a "James Scholar Plan" to the online portfolio system every semester. This James Scholar Plan details everything you intend to do for honors points each semester. However, you are **not** required to earn honors points every semester. You are simply required to earn the specified number of points by the end of each year. Keep in mind that even if you have banked points, you still must earn at least 1 honors point each year to maintain your status.

EXAMPLE:

Toni was eager to earn all her required honors points during first semester of her freshman year, and so she decided not to submit a James Scholar Plan for her second semester. When she reached fall semester of her senior year, she was too busy applying for graduate school, and decided not to submit a James Scholar Plan until spring semester as she knew she could earn the rest of her required points in time to graduate.

Year in LAS Honors	Honors points required	Fall semester	Spring semester	Total points earned	
Year 1	4	5	0	5	/
Year 2	8	1	2	8	/
Year 3	12	2	3	13	/

Year 4	16	0	3	16	/
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Jared kept up with submitting his James Scholar Plans each semester until he studied abroad his junior year and forgot the fall deadline. Luckily, he had banked enough points to keep him in good standing. But when he forgot to submit a James Scholar Plan for fall semester of his senior year, he was thrown off-track and lost James Scholar status.

Year in LAS Honors	Honors points required	Fall semester	Spring semester	Total points earned	
Year 1	4	3	1	4	/
Year 2	8	3	3	10	/
Year 3	12	0	2	12	/
Year 4	16	0	1	13	X

EXAMPLE:

Cassandra **self-nominated** as a James Scholar after her first semester at the University of Illinois, and so she needed to earn all her honors points during spring semester of her freshman year. She banked a lot of points during her sophomore year, so it wasn't a problem when she forgot to submit her James Scholar Plan during spring of her junior year.

Year in LAS Honors	Honors points required	Fall semester	Spring semester	Total points earned	
Year 1	4	-	4	4	/
Year 2	8	3	5	12	/
Year 3	12	2	0	14	/
Year 4	16	2	1	17	/

Seojun **transferred** to the University of Illinois from another university, so he entered the James Scholar program his sophomore year. Because he only had three years as a James Scholar before graduation, he had to earn 4 points by the end of his sophomore year, 8 points by the end of his junior year, and 12 points by the end of his senior year. He was able to graduate as a certified James Scholar with a total of 13 points.

Year in LAS Honors	Honors points required	Fall semester	Spring semester	Total points earned	
Year 1	4	2	2	4	/
Year 2	8	2	3	9	/
Year 3	12	4	0	13	/

You can log in to create and edit your "James Scholar Plan" for the current semester through the James Scholar Portfolio system online here: https://my.atlas.illinois.edu/james-scholar/

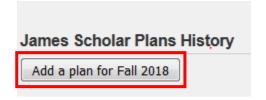
James Scholar Portfolio

The <u>James Scholar Portfolio system</u> allows you to submit a James Scholar Plan each semester. After logging in with your NetID and password, you can see your James Scholar Semester History, any Student Notes, and your previous semester James Scholar Plans. You can view old plans as well as edit your current plan.

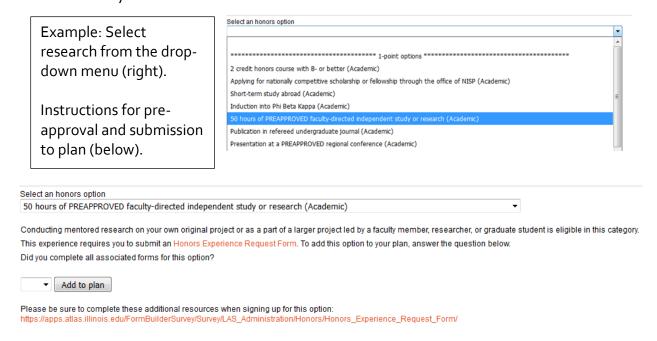
IMPORTANT DEADLINES

By the end (Friday) of the sixth week of each fall and spring semester*:

- 1. Add your new James Scholar Plan, detailing how you will earn honors points this semester, and which honors points you will earn. If you will not earn any honors points that semester, you do not need to add anything to your plan.
 - *Summer deadlines will be provided during the spring term.



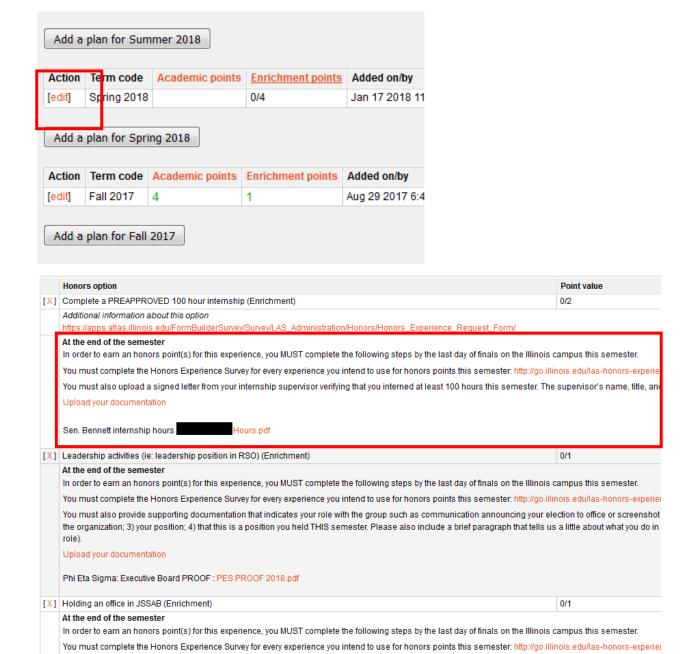
2. When you select an honors experience from the drop-down options, any preapproval materials necessary will be detailed for you *before* you add the experience to your plan. Please read these instructions carefully. All pre-approval materials need to be submitted by the sixth week deadline.



By the end of the fall and spring semester* (last day of final exams):

- 1. Log in to your James Scholar Portfolio and review your current plan.
- 2. Click "edit" on your current plan to review what you need to do "At the end of the semester" for each honors experience.

*Summer deadlines will be provided during the spring term.



3. Submit any required final documentation by the end of the semester to earn your honors points for that semester.

Academic points

James Scholars must earn both academic (A) and enrichment (E) points by graduation. The number of points required is determined by the number of years in LAS Honors.

Points for Annual Certification to Maintain Status	Points by Graduation for James Scholar Graduation		
(may be any combination of A or E categories):	Honors:		
First year as LAS James Scholar: 4 pts	4 years as LAS James Scholar = 10 (A) + 6 (E)		
 Second year as LAS James Scholar: 8 pts 	3 years as LAS James Scholar = 8 (A) + 4 (E)		
 Third year as LAS James Scholar: 12 pts 	2 years as LAS James Scholar = 5 (A) + 3 (E)		
 Fourth year as LAS James Scholar: 16 pts 	1 year as LAS James Scholar = 3 (A) + 1 (E)		

Academic points develop critical thinking skills, broad intellectual curiosity, and deep understanding of a discipline or disciplines. Academic points are earned through challenging yourself in honors courses or honors credit learning agreements, deepening your understanding of your discipline through undergraduate research activities, and earning recognition of your academic accomplishments.

Academic points can be earned through approved:

- Honors courses
- Research experiences
- Academic accomplishments
- Study abroad
- Academic leadership

Listed on the following pages are the areas where academic points can be earned, as well as how many points each experience is worth, how many total points you can earn using that experience, and what documentation is required at the beginning and the end of the semester to earn points for that experience.

Preapproval: Experiences below that require preapproval must be submitted to the portfolio system online along with any additional forms, like an EHCLA or Honors Experience Request Form, by the specified date. This final date is the end of the sixth week of class for fall and spring semesters. Note that these experiences may still require documentation of completion be submitted by the end of the semester in order to receive honors points.

[#] Denotes that this category is eligible to be used for a summer experience.

Honors courses are available either through taking an Honors Integrated Course or working on projects with faculty. Any course in which the student is currently enrolled can potentially be turned into an Honors Course with the agreement of the faculty member. This agreement is called an Electronic Honors Credit Learning Agreement (EHCLA), and outlines all requirements and expectations for the Honors project. The student must submit the EHCLA by the end of the sixth week of the semester, and his instructor can complete her portion of the form at a later time.

Experience	Description	Point value per experience	Total points possible	Preapproval required	Final documentation required
LAS 122	All incoming first-year, first-semester James Scholars (except Chemical Engineering majors who will take ENG 100) will enroll in LAS 122, our first year seminar course. Students who earn a B- or higher in the course are eligible to earn an honors grade.	1	1	None, just add the course to your semester James Scholar Plan	None, earn a B- or higher in the course to be eligible for an honors grade
2 credit-hour honors course	These courses may be integrated honors courses or EHCLA courses. Whether the course is an integrated honors course or an EHCLA course, students must earn a Bor higher in the course to earn an honors grade. An honors or "H" grade must be reflected on the student's record before honors points will be awarded for this experience.	1	2	Submit an EHCLA if not an integrated honors course (see page 29)	None, earn a B- or higher in the course to be eligible for an honors grade
3 credit-hour honors course	These courses may be integrated honors courses or EHCLA courses. Whether the course is an integrated honors course or an EHCLA course, students must earn a B-	2	8	Submit an EHCLA if not an integrated honors course (see page 29)	None, earn a B- or higher in the course to be eligible for an

	or higher in the course to earn an honors grade. An honors or "H" grade must be reflected on the student's record before honors points will be awarded for this experience.				honors grade
REACT for Chemistry	This acts the same way as a 3 credit-hour honors course. In eligible chemistry courses, students may use REACT as an honors project to make their chemistry course eligible for an honors grade. Students must still earn a B- or higher in the course to earn an honors grade and the honors or "H" grade must be reflected on the student's record before honors points will be awarded.	2	8 (for all 3 credit-hour honors courses)	Just add the REACT category to your plan and be sure to register with REACT	None, earn a B- or higher in the course to be eligible for an honors grade
500-level course	Students may not earn an honors grade in a 500-level or graduate-level course, but successful completion of the course is eligible for honors points. The course must be taken for a letter grade to be eligible for honors points.	2	6	None, just add the course to your semester James Scholar Plan	None, your final grade in the course will be reviewed for point consideration
Honors LLC course	Only Honors Living Learning Community (LLC) members are eligible to enroll in these courses. Please consult with the Honors LLC for additional information on the course.	1	1	None, just add the course to your semester James Scholar Plan	None, earn a B- or higher in the course to be eligible for an honors grade

Research experiences are encouraged and available for academic honors points as well. Want to learn more about getting involved in research at U of I? Starting to think about presenting or publishing your work? Check out the resources available through the <u>Illinois Office of Undergraduate Research</u>. Visit the <u>LAS Life + Career Design</u> <u>Lab</u> to learn how to reach out to faculty about potential research opportunities.

Experience	Description	Point value per experience	Total points possible	Preapproval required	Final documentation required
#Faculty-directed independent study or research	Students who are conducting research or independent study under the supervision of a faculty member, staff member, or graduate student are eligible to use that experience for honors points. Complete at least 50 hours of research in a single semester to earn 1 academic point, and at least 100 hours or more of research in a single semester to earn 2 academic points.	1-2	4	Submit an Honors Experience Request Form (see pages 30-33)	If enrolled in credit hours, no documentation is required. If not enrolled in credit hours, provide a signed letter from your research supervisor verifying the number of research hours completed.
*Presentation at a regional conference	The Undergraduate Research Symposium on campus each spring is eligible in this category. The regional conference must be preapproved with an Honors Experience Request Form.	1	1	Submit an Honors Experience Request Form (see pages 30-33)	None
*Presentation at a national conference	The national conference must be preapproved with an Honors Experience Request Form.	2	4	Submit an Honors Experience Request Form (see pages 30-33)	None

#Publication in an undergraduate journal	To count in this category, your work should be selected for publication through a peer review process. Check out these undergraduate research journals on campus. Don't forget to submit proof to the online portfolio system by the required deadline.	1	1	None, just add the proposed experience to your semester James Scholar Plan	Letter/email of acceptance or URL of publication
*Publication in a professional journal	To count in this category, your work should be selected for publication through a peer review process. Don't forget to submit proof to the online portfolio system by the required deadline.	2	4	None, just add the proposed experience to your semester James Scholar Plan	Letter/email of acceptance or URL of publication
Senior thesis	In order to use a senior thesis experience for honors, students must either be enrolled in an integrated honors course for their thesis hours, or complete an EHCLA for each semester of thesis coursework for which they are enrolled.	2	4	Submit an EHCLA if not an integrated honors course (see page 29)	None, earn a B- or higher in the course to be eligible for an honors grade

Academic accomplishments that you may complete during your college career can also be used as academic honors points.

Experience	Description	Point value per experience	Total points possible	Preapproval required	Final documentation required
Applying for a nationally competitive scholarship or fellowship	Scholarships eligible for this category are limited to those administered by the National and International Scholarships Program. You must work with that office on your application in order to be eligible to receive an honors point for your experience. They will verify your application once you add it to your James Scholar Plan.	1	2	Just add the experience to your semester James Scholar Plan, and your application will be verified	None
Induction into Phi Beta Kappa	Juniors and Seniors are eligible. For more information on Phi Beta Kappa eligibility, please see the <u>campus chapter's website</u> . The Phi Beta Kappa coordinator will verify your induction once you add it to your James Scholar Plan.	1	1	Just add the experience to your semester James Scholar Plan, and your induction will be verified	None
Complete second major	You can earn 1 academic honors point during the semester that you are completing the second major (typically your final semester).	1	1	Submit the name of your second major	None
Complete dual degree	You can earn 2 academic points during the semester that you are completing your dual degree (typically your final semester). Find the instructions here for applying for a second degree in LAS.	2	2	Submit documentation that shows approval of dual degree	None

Study abroad experiences can be used as academic points <u>or</u> enrichment points. Check out the <u>Illinois Abroad</u> and <u>Global Exchange</u> website and <u>LAS International Programs</u> for more information on study abroad opportunities. Not sure how study abroad can help you achieve your academic and professional goals? Visit the <u>LAS Life + Career Design Lab</u> to investigate and explore.

Experience	Description	Point value per experience	Total points possible	Preapproval required	Final documentation required
*Short-term study abroad	Short-term studies abroad must be university sponsored experiences. There are a lot of short-term LAS Abroad opportunities, including over Winter Break and Spring Break.	1	2	Just add the course to your semester James Scholar Plan	None. Points cannot be awarded until final grades are available for this experience.
Semester-long study abroad	Students must be studying on university- sanctioned programs to count for honors points.	2	6	Submit proof of acceptance to your study abroad program	None. Points cannot be awarded until final grades are available for this experience.

Academic leadership experiences can be used as academic points <u>or</u> enrichment points.

Experience	Description	Point value per experience	Total points possible	Preapproval required	Final documentation required
Serve as an LAS 100/101/102/122 Intern	Rising juniors and seniors are eligible to apply. Applications are available annually beginning in January for the following academic year. This experience is eligible for academic points <u>or</u> enrichment points.	2	4	Just add the intern course to your semester James Scholar Plan in the semester in which you are serving as an intern (not eligible in your training semester)	None
Student teach/complete secondary education requirements	Restricted to students completing the secondary education minor. You can earn 2 academic points or enrichment points for student teaching/completing your secondary education program requirements.	2	2	Submit an Honors Experience Request Form (see pages 30-33)	None

Enrichment points

James Scholars must earn both academic (A) and enrichment (E) points by graduation. The number of points required is determined by the number of years in LAS Honors.

Points for Annual Certification to Maintain Status	Points by Graduation for James Scholar Graduation				
(may be any combination of A or E categories):	Honors:				
 First year as LAS James Scholar: 4 pts 	4 years as LAS James Scholar = 10 (A) + 6 (E)				
 Second year as LAS James Scholar: 8 pts 	3 years as LAS James Scholar = 8 (A) + 4 (E)				
 Third year as LAS James Scholar: 12 pts 	2 years as LAS James Scholar = 5 (A) + 3 (E)				
 Fourth year as LAS James Scholar: 16 pts 	1 year as LAS James Scholar = 3 (A) + 1 (E)				

Enrichment points develop and strengthen citizenship skills through involvement on campus, in the Champaign-Urbana community, and in the global community. They also invite you to explore and develop skills for your future profession.

Enrichment points can be earned through approved:

- Volunteer service
- Leadership experiences
- Campus involvement
- Internships
- Study abroad
- Academic leadership

Listed on the following pages are the areas where enrichment points can be earned, as well as how many points each experience is worth, how many total points you can earn using that experience, and what documentation is required at the beginning and the end of the semester to earn points for that experience.

Preapproval: Experiences that require preapproval must be submitted to the portfolio system online along with any additional forms, like an Honors Experience Request Form, before the specified date. This final date is the end of the sixth week of class. Note that these experiences may still require documentation of completion to be submitted by the end of the semester in order to receive honors points.

^{*} Denotes that this category is eligible to be used for a summer experience.

Volunteer service opportunities in the local community are eligible for enrichment points. Just don't forget to submit the required documentation. Check out the <u>Office of Volunteer Programs</u> website, or <u>CUVolunteer</u>. Look for an email early each semester with information about additional community service opportunities.

Experience	Description	Point value per experience	Total points possible	Preapproval required	Final documentation required
#Community Service	All hours must be completed in a single semester and benefitting a single Champaign-Urbana organization. Complete at least 25 hours of service in a single semester to earn 1 enrichment point, and at least 50 hours or more of service in a single semester to earn 2 enrichment points.	1-2	4	Submit an Honors Experience Request Form (see pages 30-33)	Log of completed service hours signed by service supervisor
Alternative seasonal break	To be eligible for honors points, the experience must be sponsored by the University of Illinois.	1	2	Submit an Honors Experience Request Form (see pages 30-33)	Signed letter from a coordinator of the experience verifying that you participated

Leadership experiences on campus are also eligible for enrichment honors points.

Experience	Description	Point value per experience	Total points possible	Preapproval required	Final documentation required		
Participate in a day-long leadership program (I-Program, for example)	Participation in a day-long leadership program hosted by the Illinois Leadership Center can earn you 1 point. Please see the I-Programs website for more information. We encourage you to register early as these programs fill up quickly.	1	2	Just add the experience to your semester James Scholar Plan	Completion certificate from the program		
Full participation in The Institute by LeaderShape	The application for The Institute by LeaderShape is available each fall semester through the LAS Honors Office. Please see the <u>LEADERSHAPE website</u> for more information.	2	2	Just add the experience to your semester James Scholar Plan	Completion certificate or group photo from the program		
Hold an office on the JSSAB	Information about getting involved with the <u>James Scholars Student Advisory</u> <u>Board</u> will be made available via email each semester.	1	2	Just add it to your semester James Scholar Plan	Verified by the JSSAB executive board		
*Other leadership activities	For example, you can earn 1 point for serving in a leadership position in a registered student organization or other student organization.##	1	2	Just add it to your semester James Scholar Plan	Documentation that indicates your role with the group		
##To be eligible for summer points, your leadership role must be directly impacting Illinois students and you must be active in this role during the summer (preparations for the upcoming academic year are not eligible). You must be able to demonstrate that you were actively leading Illinois peers for a significant part of the summer.							
Serve as an undergraduate teaching assistant	Earn 1 enrichment point per semester serving as an undergraduate teaching assistant for a University of Illinois course.	1	2	Add the course to your Plan, the professor will verify your role	None		

Campus involvement in these approved experiences can earn you enrichment honors points as well.

Experience	Description	Point value per experience	Total points possible	Preapproval required	Final documentation required
Participate in JSSAB	Earn an enrichment point through attending James Scholars Student Advisory Board events. Information will be made available via email each term.	1	2	Just add the experience to your semester James Scholar Plan	Will be verified with JSSAB executive board
Perform in a university- sponsored concert, play, or recital	Orchestra, Marching Illini, student organizations that perform, etc. are all eligible in this category.	1	2	Just add the experience to your semester James Scholar Plan	Documentation of you as a performer such as a program from the event
Having a piece of art displayed at a university gallery or exhibit	An item, such as a program from the event opening, that indicates you as a contributing artist will count as proof.	1	2	Just add the experience to your semester James Scholar Plan	Documentation of your participation such as a program from the event
Full season of intramural, club, or varsity sport	Participation in a full season sponsored by the University of Illinois can earn you 1 enrichment honors point.	1	2	Just add it to your semester James Scholar Plan	A team roster or similar item
Complete an iBox	iBox is a collection of experiences that encourage you to explore traditions and resources around campus. If you complete a certain number of those experiences within a semester, collectively, they are worth one honors point.	1	2	Add it to your semester James Scholar Plan and download the iBox instructions from the portfolio	Submit your completed iBox document

Internships are experiences that allow you to gain skills and explore areas related to your future career goals. They may be paid or unpaid, and may also be taken for credit or not. Take a look at <u>Handshake @ Illinois</u> for some available internship opportunities, and explore additional resources by visiting the <u>LAS Life + Career Design Lab</u>.

Experience	Description	Point value per experience	Total points possible	Preapproval required	Final documentation required
#Internship	In order for your internship to be eligible for honors points, you must be able to indicate how your experience is relevant to your discipline and/or future career goals. Complete at least a 50 hour internship in a single semester to earn 1 enrichment point, and a 100 hour or more internship in a single semester to earn 2 enrichment points.	1-2	4	Submit an Honors Experience Request Form (see pages 30-33)	Signed letter from your internship supervisor verifying the number of hours completed

Study abroad experiences can be used as academic points <u>or</u> enrichment points. Check out the <u>Illinois Abroad</u> and <u>Global Exchange</u> website and <u>LAS International Programs</u> for more information on study abroad opportunities. Not sure how study abroad can help you achieve your academic and professional goals? Visit the <u>LAS Life + Career Design Lab</u> to investigate and explore.

Experience	Description	Point value per experience	Total points possible	Preapproval required	Final documentation required
*Short-term study abroad	Short-term studies abroad must be university sponsored experiences. There are a lot of short-term LAS Abroad opportunities, including over Winter Break and Spring Break.	1	2	Just add the course to your semester James Scholar Plan	None. Points cannot be awarded until final grades are available for this experience.
Semester-long study abroad	Students must be studying on university- sanctioned programs to count for honors points.	2	6	Submit proof of acceptance to your study abroad program	None. Points cannot be awarded until final grades are available for this experience.

Academic leadership experiences can be used as academic points <u>or</u> enrichment points.

Experience	Description	Point value per experience	Total points possible	Preapproval required	Final documentation required
Serve as an LAS 100/101/102/122 Intern	Rising juniors and seniors are eligible to apply. Applications are available annually beginning in January for the following academic year. This experience is eligible for academic points <u>or</u> enrichment points.	2	4	Just add the intern course to your semester James Scholar Plan in the semester in which you are serving as an intern (not eligible in your training semester)	None
Student teach/complete secondary education requirements	Restricted to students completing the secondary education minor. You can earn 2 academic points <u>or</u> enrichment points for student teaching/completing your secondary education program requirements.	2	2	Submit an Honors Experience Request Form (see pages 30-33)	None

Electronic Honors Credit Learning Agreement (EHCLA)

Beginning in Fall 2018, the EHCLA is integrated into the James Scholar Portfolio system. When you enter your course number and section into your portfolio in the 2 credit hour honors course, 3+ credit hour honors course, or honors thesis categories the system will recognize whether the section is an integrated honors section or a standard section.

If the course is an integrated honors course, no additional information is required and the course should simply be added to your plan:

It has been detected that this section is marked as an honors section, therefore no EHCLA is required.

Fall 2018 James Scholar options Sam chose in the beginning of the semester.

	Honors option	Point value	Plan details
[X]	3+ credit honors course with B- or better (Academic)	0/2	LAS 399 E - No EHCLA required

If the course is a standard course, the system will prompt you to "Describe your project". This is where you will enter the details of the honors project you are adding to the class to make it eligible for an honors grade. You should include all relevant details of your project.



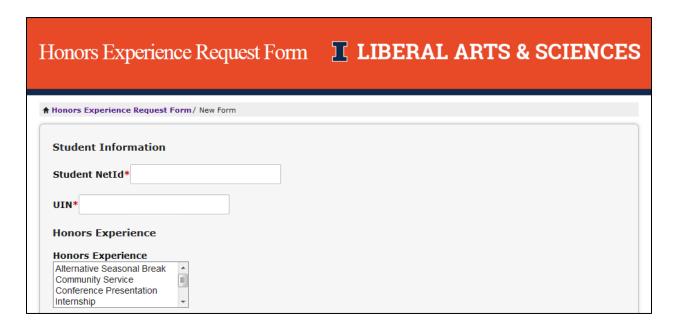
Once you submit the description of your project, the instructor(s) of record for the course you have selected will be emailed, requesting they review and approve, approve with revisions, or deny your submission. Once your instructor approves your submission, it will come to LAS Honors staff for our review and approval. If your instructor approves your submission with revisions, you will receive an email asking you to review your instructor's revisions and accept your deny their revisions. You will be notified via email of your instructor's decision.

If an EHCLA is required for your honors experience, you must submit it by the end of the sixth week of the semester. Your accompanying instructor or faculty member may submit his or her portion after the deadline, but you must submit your portion before the required due date.

Honors Experience Request Form

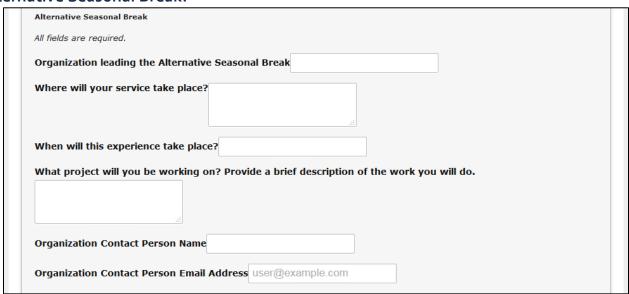
Listed below are a series of example images to preview what you need to complete an Honors Experience Request Form.

Students enter basic information at the top of the form, include selecting their experience from the drop-down.

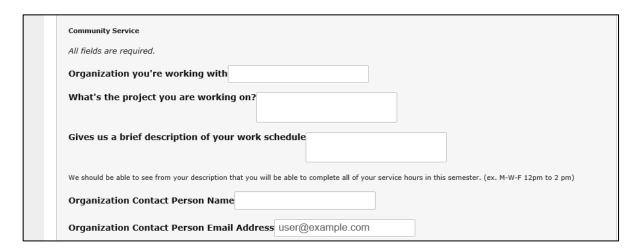


Additional information is required depending on the experience selected.

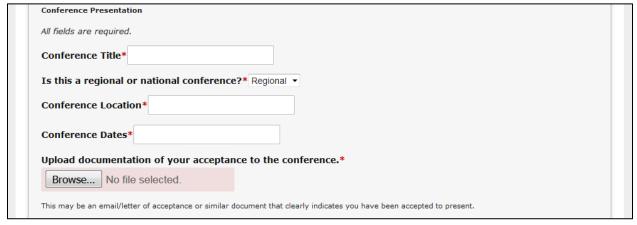
Alternative Seasonal Break:



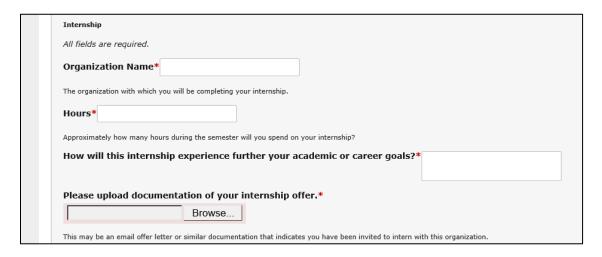
Community Service:



Conference Presentation:



Internship:



Research/Independent Study:

Research/Independent Study		
All fields are required.		
At the end of the semester you must upload a signed letter from your research/independent study supervisor to your James Scholar Portfolio that verifies the number of hours you completed this term. The supervisor's name, title, and contact information must be clear. Alternatively, if you enrolled in research credit hours for this experience, completion of this experience can instead be verified through successful completion of the course (in this case no additional documentation need be provided at the end of your experience).		
Who will supervise your research/independent study?		
Please enter the name of the professor, staff member or graduate student who will supervise your work.		
Supervisor Email		
Please enter the email address for the professor, staff member or graduate student who will supervise your work.		
Enter the proposed number of hours you will spend conducting research/independent study.		
Provide a brief description of what your project will entail.		
Provide a brief description of what your project will entail.		

Students receive email notification of their approved forms.

Completed Internship Form:



Completed Research Form:



Full four-year examples

EXAMPLE:

Psychology major preparing for graduate school.

Julia is a psychology major. After participating in the James Scholars Student Advisory Board her first-year and sophomore year, she became interested in leadership and started participating in the Illinois Leadership Center. She completed an all-day I-Program her sophomore year, and then participated in The Institute by LeaderShape her junior year, when she was also JSSAB secretary. She decided that she would feel regret if she didn't take the opportunity to study abroad, so she spent a semester in Barcelona, Spain. During her senior year, she was selected to serve on her sorority's recruitment board in addition to teaching LAS 122. She had banked enough points so that she could focus on applying to the University of Illinois School of Labor and Employment Relations before graduation. She ultimately decided on a career in Human Resources Management.

Year in LAS Honors	Honors points required	Fall semester	Spring semester	Total points earned	
Year 1	4	LAS 122 1 (A) point Participate in JSSAB 1 (E) point	3 Credit-hour honors Course 2 (人) points	4 points: 3 (人) + 1 (E)	✓
Year 2	8	Participate in JSSAB 1 (E) point	Complete an I-Program 1 (E) point 3 credit-hour honors course 2 (A) points	8 points: 5 (人) + 3 (E)	✓
Year 3	12	Serve as JSSAB secretary 1 (E) point 2 credit-hour honors course 1 (A) points	Complete The Institute by LeaderShape 2 (E) points Study abroad in Barcelona 2 (人) points	13 points: 8 (人) + 6 (E)	✓
Year 4	16	Serve on sorority's recruitment board 1 (E) point Serve as an LAS 122 Intern 2 (A) points		17 points: 10 (人) + 7 (E)	✓

Global studies major entering a think tank in Washington, D.C.

Matt is a global studies major. His thematic focus is on environmental sustainability, and after his Alternative Spring Break, he knew he was on the right track. After submitting an EHCLA and completing his honors project, he had banked 5 points by the end of his first-year. He started to get involved with the Student Sustainability Farm, and decided to study abroad in Rome to learn more about food sustainability. He had taken a political science course before, but when he came back from Italy, he knew he wanted to add political science as a second major in LAS. He did an honors project for PS 280 his junior year, and earned the points he needed to continue as a James Scholar. Matt was so excited when he started the Illinois in Washington Program, studying and interning in the United States capitol. This was a fantastic opportunity to prepare him to work at a think tank in Washington, D.C.

Year in LAS Honors	Honors points required	Fall semester	Spring semester	Total points earned	
Year 1	4	LAS 122 1 (A) point Complete the iBox 1 (E) point	Alternative Spring Break 1 (E) point 3 credit-hour honors course 2 (A) points	5 points: 3 (人) + 2 (E)	✓
Year 2	8	Volunteer for 25 hours with the Student Sustainability Farm 1 (E) point	Study abroad in Italy: Rome – Sustainable Italian Food Systems 2 (人) points	8 points: 5 (人) + 3 (E)	/
Year 3	12	Serve as an LAS 122 Intern 2 (E) point GLBL 298: Sustainability in the Bahamas study abroad over Winter Break 1 (E) point	3 Credit-hour honors Course 2 (A) points	13 points: 7 (人) + 6 (E)	✓
Year 4	16	Internship in Washington, D.C. with Illinois in Washington Program 2 (E) points	Complete second major 1 (A) point 3 credit-hour honors course 2 (A) points	18 points: 10 (人) + 8 (E)	✓

MCB major on a Pre-Med track.

Divya is a molecular & cellular biology major. She **transferred** from UIC her sophomore year, and entered as a James Scholar. Because of this, she never took LAS 122. After completing the MCB study abroad program in Stockholm, Sweden, she forgot to submit an Honors Experience Request Form for her faculty-led research. Luckily, she was enrolled in an integrated honors course, and had banked enough points so that it didn't prevent her from being certified as a James Scholar. In addition to applying to medical schools, she had many point opportunities her senior year, including serving on the executive board for her professional Pre-Med fraternity, and presenting her research at the Undergraduate Research Symposium.

Year in LAS Honors	Honors points required	Fall semester	Spring semester	Total points earned	
Year 1	4	Participate in JSSAB 1 (E) point Complete an I-Program 1 (E) point	3 Credit-hour honors Course 2 (A) points	4 points: 2 (人) + 2(E)	✓
Year 2	8	Study abroad in Stockholm 2 (E point)	Faculty-led research 2 (A) points 3 Credit-hour honors Course 2 (A) points	8 points: 4 (人) + 4 (E)	✓
Year 3	12	100 hrs. Faculty-led research 2 (A) point Hold an office in Phi Delta Epsilon 1 (E) point	Complete a senior thesis 2 (A) points Present at the Undergraduate Research Symposium 1 (A) point	14 points: 9 (人) + 5 (E)	✓

Classics major finding her way.

Vanessa self-nominated after her fall semester freshman year. She completed most of her academic honors points through integrated honors courses and EHCLA agreements in her classics major. She was so excited when she was accepted to the Undergraduate Research Apprenticeship Program to assist a graduate mentor, and was able to use it as an honors experience in addition to deciding whether she enjoyed academic research for a possible career path. Vanessa had always enjoyed performing, so it made sense to use an official university-sponsored musical and her executive board position in Illini Student Musicals for honors points. With the completion of her philosophy major in addition to her classics major, she reached the number of academic and enrichment points necessary to graduate as a James Scholar.

Year in LAS Honors	Honors points required	Fall semester	Spring semester	Total points earned	
Year 1	4	-	Participate in JSSAB 1 (E) point Complete the iBox 1 (E) point 3 credit-hour honors course 2 (A) points	4 points: 2 (人) + 2 (E)	✓
Year 2	8	3 Credit-hour honors Course 2 (A) points	Research (URAP) 2 (A) points	8 points: 6 (人) + 2(E)	✓
Year 3	12	Perform in a musical at Krannert 1 (E) point 2 Credit-hour honors course 1 (A) point	3 Credit-hour honors Course 2 (A) points	12 points: 9 (人) + 3 (E)	
Year 4	16	Illini Student Musicals executive board 1 (E) point Serve as an LAS 101 Intern 2 (E) points	Illini Student Musicals executive board 1 (E) point Complete second major 1 (A) point	17 points: 10 (人) + 7 (E)	✓

Make your own plan

Year in LAS Honors	Honors points required	Fall semester	Spring semester	Total points earned	
Year 1	4				
Year 2	8				
Year 3	12				
Year 4	16				

Frequently asked questions (FAQ)

What's so special about being a James Scholar?

- Specialized faculty engagement through honors courses and research experiences
- Individualized education and control over your own honors path
- Interdisciplinary education through honors experiences that encourage you to think across traditional academic boundaries
- Undergraduate research is supported and encouraged, including presenting at conferences, and publishing your own work
- Co-curricular experiences through campus engagement, leadership, and community service
- Preparation for graduate and professional school
- James Scholars get priority course registration (you can register for classes within the first two days that registration is available for the following semester)

What does it mean to graduate as a James Scholar?

Graduating James Scholars are recognized with a medallion that they wear as part of their regalia at commencement. Graduating James Scholars and their families are also invited to attend an LAS Honors Ceremony to recognize their achievements before spring commencement. Read more about college distinctions for James Scholars here.

How many honors points do I need each semester?

You technically are not required to earn a certain number of honors points each semester, but you must earn at least 4 honors points each year in order to reach the specified number of points needed for certification at the end of each academic year. If you have banked honors points, you must still earn at least 1 honors point each year to maintain your status.

How many honors points do I need each year?

Check out the detailed description of the points system on page 7.

Can I earn more than four honors points each year?

Yes, students can bank points, but not borrow. Students may bank more than four points in a year and that will decrease the number of points required of them in the following year. See page 8 for further information and examples.

What happens if I don't fulfill my requirements?

Students may or may not be allowed to petition for a probationary semester if they did not fulfill the specified requirements for LAS Honors. In order to be considered for a probationary semester, the student must have met at least one of the requirements for certification (either the required number of honors points, or the required GPA). If the student met the GPA requirement and half of the required points, he or she can petition. If the student achieved the required honors points, but earned between 3.25-3.49 Illinois cumulative GPA, he or she can petition. If the student only has 1 or less honors points for the year, and a GPA below 3.50 for the academic year, he or she is **not** eligible to petition for a probationary semester.

What if I self-nominated?

If you self-nominated to be a James Scholar, then you are not required to take LAS 122. However, if you self-nominate for a spring semester, then you still must earn 4 honors points to be certified as a James Scholar at the end of that academic year. Check out examples of self-nominated students here and <a href=here.

What if I transferred?

If you transferred to the College of LAS as a James Scholar, then you only need to worry about earning the required number of points for the years you have left until graduation. However, if you transferred during a spring semester, then you still must earn 4 honors points to be certified as a James Scholar at the end of that academic year. Check out examples of transferred students here and here.

Are summer experiences eligible for honors points?

Yes, with some exceptions. Please see page 7 and the academic and enrichment point category tables that begin on pages 14 and 22 respectively for further information.

How can I meet other James Scholars?

Get on the James Scholar Student Advisory Board (JSSAB) mailing list to find out about activities and events with other James Scholars. Contact JSSAB at LASJSSAB agmail.com.

How do I get to the online James Scholar Portfolio?

The James Scholar Portfolio system is linked <u>here</u>, and is also included in any LAS Honors emails reminding you of your requirements at the beginning and the end of each semester.

LAS Honors staff

Associate Director, Amanda Purnell

Prior to joining the LAS Honors team in fall 2014, Amanda worked with study abroad scholarships at the University of Illinois and nationally competitive scholarships and undergraduate research initiatives at Colorado State University. There, she also earned her master's degree in Communication Studies. With her partner, Dan, and her dog, Rosie, Amanda enjoys traveling to find beautiful hikes, locally made yarns, and new cultural perspectives. She looks forward to exchanging experiences with all of you when you stop by the office.

Assistant Director, Allison Holden

Originally from Wisconsin, Allison earned a Master's degree in Educational Leadership: College Student Development from Oklahoma State University. She has moved around the Midwest, working with college students before making Urbana home. She has a strong love of her partner, two small children, coffee and travel.

Contact information

Address:

LAS Honors 2002 Lincoln Hall, MC-446 702 S. Wright St. Urbana, IL 61801

Phone:

(217) 333-1158

Email:

lashonors@illinois.edu

Students wishing to schedule appointments with LAS Honors staff <u>can do so online</u>. Select "LAS Honors" from the pull-down calendar option. Please note appointments will not be available during the first 10 days of the semester.

Campus Resources

Getting Around	Wellness
Campus Map MTD Bus System	Campus Recreation Campus Safety Counseling Center McKinley Health Center
Academic Support	Student Support
Computer Labs LAS Honors LAS Student Academic Affairs Office Libraries Writers Workshop	Office of the Dean of Students Student Legal Service The Tenant Union Disability Resources & Educational Services International Student & Scholar Services LGBT Resource Center Bruce Nesbitt African American Cultural Center La Casa Cultural Latina Asian American Cultural Center Native American House Office of Minority Student Affairs (OMSA) Veteran Student Support Services Women's Resources Center
Extra-curricular Support	Sights Around Campus
Life & Career Design Lab Career Center Illinois Leadership Center Illinois Abroad & Global Exchange Office of Registered Organizations Office of Volunteer Programs University of Illinois Alumni Association	Krannert Art Museum Krannert Performing Arts Center Spurlock Museum