



Honors Certificate Documentation

Course/Term	Instructor	Grade
Extracurricular Academic Activities	Required Documentation	Points
Academic Lecture	350 word summary and reflection	5
Academic Film Screening	350 word summary and reflection	5
Cultural Event	350 word summary and reflection	5
Research /Creative Project	Copy of the project plus record Of presentation on campus or at Conference.	20
Participation in an Art Exhibition, Music or Theater performance (points determined by level of involvement and responsibility)	350 word summary and reflection	10-15
Honors Thesis	Copy of Thesis plus record of presentation	50
Scholarship Applications	Copy of completed essay. Number of points dependent upon the scholarship. Cannot repeat the same essay.	10-20
Awards and Publications	Copy of publication or Award	10
Academic Team (each season)	Letter from coach	20
Internship	Letter from supervisor	40
Conference Attendance And Participation	500-word write up and reflection Points depend upon level of participation.	20-40
Phi Theta Kappa Induction	Verification of PTK membership	15
Study Abroad/Study Away/International Exchange	500-word write up and reflection	50

Service	Required Documentation	Points
Tutoring (each one hour session)	Volunteer Activity form or letter from student attesting to impact on learning/grades.	5
Volunteer Activity or Service (points Determined by number of hours and regularity)	Volunteer Activity Form	5-50
Student Ambassador (Points determined by Level of involvement and Responsibility)	Letter of recommendation from advisor or supervisor	20-40
Extracurricular	Required Documentation	Points
Intramural Athletics	Letter from coach	10
Club Membership (each semester)	Brief letter from Club president or advisor	10
Student Leadership Or Officer (each semester)	Letter from advisor or supervisor: Points determined by quality of leadership and dedication.	20-40