

UF Honors Program Completion Requirements

Effective Summer B 2012

Program Completion Overview

Requirements (must be earned / completed while an undergraduate student at UF):

- 8 academic points
- 6 enrichment points
- Graduate with Honors in the major (minimum cum laude level)
- Submit portfolio documenting the above requirements

Deadline:

- Portfolio must be submitted to the Honors Office by the published deadline in the semester in which you will graduate
- Deadline published in the Honors Daily
- Late or incomplete portfolios will not be accepted

Recognition:

- Honors Medallion
- Notification on UF transcript that you completed the Honors Program

Portfolio Components

Please submit your portfolio in this order. Portfolios that are not submitted in order, or are missing appropriate documentation, will not be reviewed.

- Coversheet
- Unofficial transcript printed from ISIS
- Academic documentation (see next page for instructions)
- Enrichment documentation (see next page for instructions)

Special Notes

- There is no limit to the number of points you may receive for each activity, unless otherwise noted on the next page
- Other activities may be approved on a limited case-by-case basis by Dr. Johnson

Completion Categories and Portfolio Documentation

Category	Required Documentation	Points
Academic		(8)
Honors course (1-2 credits)	Make a note on coversheet and highlight on transcript	1
Minor or certificate	Make a note on coversheet for Honors Office to verify on ISIS	1
Phi Beta Kappa / Phi Kappa Phi membership	Highlight on transcript or include copy of membership invitation	1
Nationally competitive scholarship / fellowship application	Title of the scholarship / fellowship and date of submission. Must seek approval from Honors Office to count application if not listed here: http://www.honors.ufl.edu/Prestigious-External-Scholarships.aspx	1
Publication in refereed undergraduate journal	Bibliographic citation	1
Presentation at a state / regional conference	Presentation abstract and conference information (UF-level only conferences do not count)	1
Undergraduate teaching assistant	Signed letter from faculty supervisor, including course name, number, and term	1 (max 1)
Honors course (3+ credits)	Make a note on coversheet and highlight on transcript	2
Graduate course (5000+ level)	Make a note on coversheet and highlight on transcript	2
Second major	Make a note on coversheet for Honors Office to verify on ISIS	2
Publication in refereed professional journal	Bibliographic citation	2
Presentation at an inter/national conference	Presentation abstract and conference information	2
Faculty-directed independent study / research (including off-campus and international research programs)	Highlight on transcript if taken for credit. If not, include signed letter from faculty supervisor, including term completed	2 (max 4)
Honors thesis / project / portfolio	Copy of Honors thesis submission form if available. If not, signed letter from faculty supervisor, including thesis title	3
CALS upperdivision Honors Program	Signed letter from CALS Honors Program assistant or director verifying completion of requirements	3
Enrichment		(6)
Study abroad (less than 6 weeks, approved by UFIC)	Highlight on transcript	1
Partners in the Parks	Copy of receipt from program registration. If not available, signature from Honors Office confirming participation	1
Multi-day leadership conference	Signed letter from conference host verifying full attendance, including title of conference, location, and dates Exception: Gatorship participants should just include the year they attended. The Honors Office has a list of participants	1
Florida Alternative Breaks	Signed letter from the Center for Leadership and Service, including issue focus, location, and dates	1
Honors Involvement Conference	Include the year you participated. The Honors Office has a list of participants	1
H-Box completion	Include the semester you completed. The Honors Office has a list of those who have completed	1
Leadership position (for student orgs-executive board level only; no committee chairs) Other positions may be approved by Honors	Signed letter from faculty advisor, including organization, position, and semester(s) held	1 (max 3)
Study abroad (full term, approved by UFIC)	Highlight on transcript	2
50 hours of community service	Signed letter from volunteer site coordinator(s), including organization, volunteer project, hours, and dates. Exception: UF Presidential Service Award certificate winners can submit a copy of their certificate from the Center for Leadership and Service instead	2 (max 2)
45+ hour internship	Highlight on transcript if taken for credit. If not, signed letter from internship supervisor, including company, hours completed, and dates	2 (max 4)

UF Honors Program Portfolio Coversheet

Submit your completed portfolio to the Honors Office in the semester in which you will graduate. The deadline will be published in the Honors Daily. Late / incomplete portfolios will not be accepted.

Name _____ UFID _____

UF Email _____ Phone _____

Category	Documentation Attached	Points
1. Academic		(8)
Honors course (1-2 credits)	List course number/term:	
Minor or certificate	List:	
Phi Beta Kappa / Phi Kappa Phi		
Nationally competitive scholarship / fellowship		
Publication in refereed undergraduate journal		
Presentation at a state / regional conference		
Undergraduate teaching assistant		
Honors course (3+ credits)	List course number/term:	
Graduate course (5000+ level)	List course number/term:	
Second major	List:	
Publication in refereed professional journal		
Presentation at an inter/national conference		
Faculty-directed independent study / research		
Honors thesis / project / portfolio		
CALS upperdivision Honors Program		
Other (approved by Honors Program)		
	Total Academic Points	
2. Enrichment		(6)
Study abroad (less than 6 weeks, approved by UFIC)		
Partners in the Parks		
Multi-day leadership conference		
Florida Alternative Breaks		
Honors Involvement Conference		
H-Box completion		
Leadership position		
Study abroad (full term, approved by UFIC)		
50 hours of community service		
45+ hour internship		
Other (approved by Honors Program)		
	Total Enrichment Points	

3. Graduate with Honors in the Major

Please list the major(s) in which you are graduating with honors: _____

I certify that all information provided in this portfolio is accurate and complete to the best of my knowledge. I authorize the Honors Program to verify the information provided in order to award my Honors medallion.

Signature _____ Date _____