



Department of Agricultural Communication, Education, and Leadership

Honors Program and Undergraduate Research Handbook

Effective Date: October 4th, 2021



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Note. The ACEL Honors Program and Undergraduate Research Handbook is intended to provide a reference for ACEL students interested in or currently participating in the Honors Program or undergraduate research. This handbook highlights pertinent guidelines set by The Ohio State University (OSU), the College of Food, Agricultural, and Environmental Sciences (CFAES), and the Department of Agricultural Communication, Education, and Leadership (ACEL). This document is a supplement to and does not replace the Handbooks or guidelines set by OSU or CFAES.

1. Honors Program

1.1 ACEL Honors Program Overview and Objectives

The University Honors Program offers highly motivated students an enriched academic experience through the integration of curricular and co-curricular programs. Affiliation in the Honors Program is open to students in any major. Specifically, the Department of Agricultural Communication, Education, and Leadership offers the Honors Program for students earning a Bachelor of Science degree in Agriculture in the areas of study of: Agricultural Communication, Agriscience Education, and Community Leadership.

Through the completion of the Honors Program students will:

- Create a unique curriculum to explore their interests.
- Challenge their academic abilities by engaging in honors or advanced course work.
- Develop workplace readiness skills such as problem solving, critical thinking, and communication.
- Work closely with a faculty advisor to develop their individual curriculum and project plan.
- Complete an independent Honors project.
- Have priority scheduling.
- Graduate with honors research distinction within their major of study.

1.2 Admission Criteria

1.2.1 Incoming Freshman

To apply for the University Honors program, prospective students must apply for admission to Ohio State by November 1 and indicate their interest in being considered for the Honors Program on the Common Application. Acceptance into the University Honors Program is a competitive process. 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.

1.2.2 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 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.

For additional admission criteria see: *CFAES Honors Program Handbook p. 6 and 7*

1.3 Individual Honors Curriculum

The first step in preparing the *Individual Honors Curriculum* is for students to prepare a statement presenting their 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.

Students need to complete a minimum of **six Honors courses**, *two of which may be Honors embedded* and *two of which must be outside of the college*, all of which are required within the first three years of study. Additionally:

- 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 2 years of college beyond high school graduation may substitute for an Honors course.
- Honors students are encouraged to include a study abroad in their curriculum to develop global awareness beyond the classroom. A study abroad (minimum 6 weeks in length) may substitute for one Honors course.
- 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.

For additional individual Honors curriculum information see: *CFAES Honors Program Handbook p.7 and 8* and *Appendix A: Individual Honors Curriculum Form*

1.4 Honors Project

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

See section 2.1 for. Honors Project Details

1.4.1 Examination

At the conclusion of the Honors Program and the Honors Project, students must complete an examination. The exam can be completed through one of the following options: 1) a traditional exam, approximately one hour in length, 2) present at a CFAES Undergraduate Research Forum and one other OSU research forum, where at least two faculty will evaluate the project, or 3) present at a regional, national, or international research conference where at least two faculty will evaluate the project.

1.4.2 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 signatures 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 to the College Honors Director.

1.5 Changing or Withdrawal from Program

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 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.

See *Appendix B: Request to Revise Individual Honors Curriculum Form*

A student wishing to withdraw from the Honors Program may do so by indicating in writing 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.

2. Undergraduate Research Overview, Objectives, and Categories of Undergraduate Research

Participating in research allows you to expand your knowledge and interest outside of your classroom experience. By taking advantage of The Ohio State University's vast research opportunities, you can contribute to groundbreaking discoveries and work with faculty and research staff that are nationally recognized in their field.

Through the completion of the undergraduate research students will:

- Explore their academic interests.
- Develop workplace readiness skills such as problem solving and critical thinking.
- Enhance their ability to communicate scientific concepts and discoveries.
- Work closely with a research advisor to develop their research project.

Within ACEL, CFAES, and OSU there are several categories of undergraduate research: Honors Research with Distinction, Research with Distinction, and Undergraduate Research. The requirements for the various undergraduate research categories are outlined below in sections 2.1, 2.2, and 2.3.

2.1 Honors Research with Distinction

Honors Research with Distinction will be granted to any CFAES and ACEL Honors student who completes the following requirements. All CFAES Honors Research with Distinction requirements can be found in *Appendix C: CFAES Guidelines for Graduating with Honors Research Distinction*.

2.1.1 University and CFAES Honors Program Requirements

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

- Have followed their approved curriculum with at least a cumulative 3.40 GPA at the time of graduation
- Complete the Honors Project to the approval of the Honors Thesis Advisor and the Departmental Honors Program Coordinator (see ACEL requirements for further details)
- Complete an Individual Honors Plan (*see Appendix A*) two semesters prior to graduation and a Plan for Graduating with Honors Research Distinction (*see Appendix D*) prior to enrolling in 4999H
- Present their completed work through **one** of the following outlets:
 - Preferred Option: 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:

- Autumn Undergraduate Research Festival
- Denman Undergraduate Research Forum
- 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.
- Have a traditional one-hour exam with project mentor, one other faculty member in the discipline, and a third faculty member of choice
- Present at a regional, national, or international research conference where at least two faculty will evaluate the project
- Students are required to submit their final written document in the searchable OSU Knowledge Bank for future reference
- The honors coordinator will complete and submit the “Honors Project Examination Report” to the College office. Final approval by the honors coordinator must be submitted by Wednesday of the final week of classes the semester of graduation

2.1.2 ACEL Requirements

- Honors Research Distinction projects cannot consist of research primarily conducted during an internship or other course
 - Data collection, analysis, or development of the research poster can occur as part of a course if pre-approved by the Honors Coordinator, research mentor and course instructor
- Communicate with the ACEL Honors Coordinator at the following times:
 - Selection of faculty research mentor
 - Submission of the Plan for Graduating with Research Distinction
 - Selection into either OSU or CFAES research forums or other appropriate regional, national, or international conferences
 - Completion of the project
- Uphold ACEL’s expectations for rigorous research:
 - The research project must receive IRB approval if human subjects will be studied
 - Students will need to complete the CITI training in order to conduct human subject research
 - Conduct an in-depth review of literature to develop the need for and purpose of the research study
 - Develop a research plan with your research advisor which outlines appropriate sampling, data collection, and data analysis to meet the purpose of your study
 - Use appropriate data analysis techniques and software with the guidance of your research advisor
 - Compose a 2500 to 3500-word research manuscript with the following components or as approved by ACEL Honors program coordinator:
 - Introduction
 - Literature Review
 - Theoretical/Conceptual Framework
 - Purpose and Research Questions or Objectives
 - Methods

- Findings
 - Conclusions, Implications, or Recommendations or Discussion
 - References
 - Appendixes
- Upload the following documents to the OSU Knowledge Bank:
 - Research manuscript
 - PDF of research poster or presentation material

2.1.3 Courses

ACEL students who wish to participate in honors research distinction must enroll in credit hours for conducting their research project. Information regarding courses and requirements:

- Online Honors Research Workshop (Carmen)
- ACEL Undergraduate research courses:
 - AGRCOMM 4999H Honors Research with Distinction
 - COMLDR 4999H Research with Distinction - Honors
- Students need to enroll in a minimum of 1 or up to 5 credit hours for research per semester, the number of hours taken should be approved by the academic and research advisor
- Students need to complete 6 hours of 4999H

2.2 Research with Distinction

Research with Distinction will be granted to any CFAES and ACEL student who completes the following requirements. All CFAES Research with Distinction requirements can be found in *Appendix E: CFAES Guidelines for Graduating with Research Distinction*.

2.2.1 University and CFAES Requirements

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

- Work with a faculty research mentor
- Have a minimum 3.00 GPA at the time of graduation
- Submit a Plan for Graduating with Research Distinction (*see Appendix F*) at least two semesters prior to graduation and prior to enrolling in research hours
- Present their completed work through one of the following outlets:
 - Preferred Option: 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:
 - Autumn Undergraduate Research Festival
 - Denman Undergraduate Research Forum
 - 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.

- Have a traditional one-hour exam with project mentor, one other faculty member in the discipline, and a third faculty member of choice.
- Present at a regional, national, or international research conference where at least two faculty will evaluate the project
- Submit their final written document in the searchable OSU Knowledge Bank for future reference

The research mentor will complete and submit the “Graduating with Research Distinction Approval Form” to the College office. Final approval by the project mentor must be submitted by Wednesday of the final week of classes the semester of graduation

2.2.2 ACEL Requirements

ACEL students who wish to receive Research with Distinction are asked to meet the following requirements:

- Meet with academic advisor or ACEL Honors Coordinator to explore research with distinction requirements, potential areas of study, and potential faculty research mentors
- ACEL Research with Distinction projects cannot consist of research primarily conducted during an internship or other course
 - Data collection, analysis, or development of the research poster can occur as part of a course if pre-approved by the research mentor and course instructor
- Communicate with the ACEL Honors Coordinator at the following times:
 - Selection of faculty research mentor
 - Submission of the Plan for Graduating with Research Distinction
 - Selection into either OSU or CFAES research forums or other appropriate regional, national, or international conferences
 - Completion of the project
- Uphold ACEL’s expectations for rigorous research:
 - The research project must receive IRB approval if human subjects will be studied
 - Students will need to complete the CITI training in order to conduct human subject research
 - Conduct an in-depth review of literature to develop the need for and purpose of the research study
 - Develop a research plan with your research advisor which outlines appropriate sampling, data collection, and data analysis to meet the purpose of your study
 - Use appropriate data analysis techniques and software with the guidance of your research advisor
 - Compose a 2000 to 3000-word research manuscript with the following components or as approved by ACEL Honors program coordinator:
 - Introduction
 - Literature Review
 - Theoretical/Conceptual Framework
 - Purpose and Research Questions or Objectives
 - Methods
 - Findings
 - Conclusions, Implications, or Recommendations or Discussion

- References
 - Appendixes
- Upload the following documents to the OSU Knowledge Bank:
 - Research manuscript
 - PDF of research poster or presentation material

2.2.3 Courses

ACEL students who wish to participate in Undergraduate Research with Distinction must enroll in credit hours for conducting their research project. Information regarding courses and requirements:

- ACEL Undergraduate Research with Distinction:
 - AGRCOMM 4999 Research with Distinction
 - COMLDR 4999 Research with Distinction
- Students need to enroll in a minimum of 1 or up to 6 credit hours for research, the number of hours taken should be approved by the academic and research advisor

2.3 Undergraduate Research

ACEL students who wish to complete an undergraduate research project, are asked to meet the following requirements:

2.3.1 ACEL Requirements

- Meet with their academic advisor to discuss potential areas of interest and identify a potential research advisor
- Work with a research advisor (can be the same as their academic advisor)
- If the research being completed is part of another course or internship, the student must receive approval from their academic advisor and research advisor before beginning the research
- Uphold ACEL's expectations for rigorous research:
 - The research project must receive IRB approval if human subjects will be studied and the study will be published
 - Students will need to complete the CITI training in order to conduct human subject research
 - Conduct an in-depth review of literature to develop the need for and purpose of the research study
 - Develop a research plan with your research advisor which outlines appropriate sampling, data collection, and data analysis to meet the purpose of your study
 - Use appropriate data analysis techniques and software with the guidance of your research advisor
 - Compose a 2000 to 3000-word research manuscript with the following components or as approved by ACEL Honors program coordinator:
 - Introduction
 - Literature Review

- Theoretical/Conceptual Framework
- Purpose and Research Questions or Objectives
- Methods
- Findings
- Conclusions, Implications, or Recommendations or Discussion
- References
- Appendixes
- Are encouraged to present their research through OSU or CFAES research forums or other appropriate regional, national, or international conferences
- Notify and receive approval from their academic advisor and research advisor of plans to submit their work to a research forum or conference

2.3.2 Courses

ACEL students who wish to participate in undergraduate research can receive credit hours for conducting their research project. Information regarding courses and requirements:

- ACEL Undergraduate research courses:
 - AGRCOMM 4998 Undergraduate Research
 - COMLDR 4998 Undergraduate Research
- Students can take between 1 to 10 credit hours for research, the number of hours taken should be approved by the academic and research advisor
- If the project has been approved to be a part of another course or an internship, the student will not be able to take additional research credit hours, unless it is approved by the academic and research advisor

Appendixes

A. Individual Honors Curriculum Form

<https://students.cfaes.ohio-state.edu/academics/undergraduate/honors-and-scholars/forms>



THE OHIO STATE UNIVERSITY

Individual Honors Curriculum

College of Food, Agricultural, and Environmental Sciences

Effective Summer 2016

Student Information

Student Name	<input type="text"/>	email	<input type="text"/>
OSU ID	<input type="text"/>	Academic Advisor	<input type="text"/>

☐ **BS in Agriculture** ☐ **BS in Construction Systems Management** ☐ **BS in Food Science**

MAJOR & Specialization (if applicable):

Honors Curriculum Goals

To assist your advisor and/or the Departmental Honors Program Coordinator, present your academic area(s) of interest, short-term and long-term goals or plans, and include a statement about why you consider your proposed curriculum to be an Honors Curriculum.

Students Signature

Date

(print)

Faculty Advisor

(sign)

Date

(print)

Departmental Honors Coordinator

(sign)

Date

Print Form

Individual Honors Curriculum

College of Food, Agricultural, and Environmental Sciences

The Ohio State University

Student Name

OSU ID

Major

Minor or Broadening Experience

You may list more than one course, associated credit hours, and associated grade per line if needed, i.e.:

Math 1150,1151	5,5	A,A
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HONORS REQUIREMENTS		
Honors Research Workshop Complete this required online training through Carmen prior to enrollment in 4999H		
Course	Credit Hours	Grade
FAES 1100H & DEPT 1100	0.5,0.5	
Honors Research Workshop	0	NA
4999H (over 2 terms)	6	

GE REQUIREMENTS		
Writing and Related Skills Complete at least one course in first writing, one course in second writing (2367), and an oral expressions course (AG COMM 3130 or COMM 2110)		
Course	Credit Hours	Grade
English 1110 <input type="button" value="▼"/>	3	
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Social Sciences Complete one course in Organizations and Politics (RURSOC 1500● or SOC 1101●) and one course in Economic Resources (AED ECON 2001 or ECON 2001).		
Course	Credit Hours	Grade
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Math and Data Analysis Complete the minimum Math requirement per selected degree.

Course	Credit Hours	Grade
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Natural Sciences Complete at least one course in the biological sciences with lab and at least one course in the physical sciences with lab.

Course	Credit Hours	Grade
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Arts and Humanities Complete at least three courses selected within the Visual and Performing Arts, Literature, Cultures and Ideas, and/or History GE categories. Courses may also be used to meet the two Global Studies (▲) course requirement.

Course	Credit Hours	Grade
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Additional GE Requirements Complete remaining credits in the GE through Contemporary Issues (3597 or 4597) and internship.

Course	Credit Hours	Grade
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Two Global Studies (▲) courses and a Social Diversity within the US (●) course are required and can be met through course selection within other GE categories.

MAJOR COURSES

Required Courses Complete courses within the major per selected degree.

[illegible]

Total Credit Hours in Program

MINOR OR MINOR EQUIVALENT

[illegible]

Other Approved Courses List all courses outside of the GE, Major, and minimum Minor or Minor Equivalent courses for which credit is earned or expected. If courses are being used toward a 2nd minor, list the 2nd Minor selected.

[illegible]

Honors Courses List all honors and honors embedded (maximum of two) courses planned and term and year of expected enrollment. Two courses must originate outside of CFAES. Courses must be completed within first three years of undergraduate study.

[illegible]

Yearly Academic Plan

College of Food, Agricultural, and Environmental Sciences
The Ohio State University

Clearly identify the six honors courses required using an H, E, or * designation. A maximum of two embedded (E) course allowed.
MICRO 4000, MOLGEN 4005, & BIOCHEM 4511 can be substituted as an honors course when completed within the first two years of study.

Academic Year

AUTUMN (course, number and credit hours)	SPRING (course, number and credit hours)	SUMMER (course, number and credit hours)
TOTAL HOURS	TOTAL HOURS	TOTAL HOURS

NOTES

Academic Year

AUTUMN (course, number and credit hours)	SPRING (course, number and credit hours)	SUMMER (course, number and credit hours)
TOTAL HOURS	TOTAL HOURS	TOTAL HOURS

NOTES

Yearly Academic Plan

College of Food, Agricultural, and Environmental Sciences
The Ohio State University

Clearly identify the six honors courses required using an H, E, or * designation.

Academic Year

AUTUMN (course, number and credit hours)	SPRING (course, number and credit hours)	SUMMER (course, number and credit hours)
TOTAL HOURS <input style="width: 100px; height: 20px; border: 1px solid black;" type="text"/>	TOTAL HOURS <input style="width: 100px; height: 20px; border: 1px solid black;" type="text"/>	TOTAL HOURS <input style="width: 100px; height: 20px; border: 1px solid black;" type="text"/>

NOTES

Academic Year

AUTUMN (course, number and credit hours)	SPRING (course, number and credit hours)	SUMMER (course, number and credit hours)
TOTAL HOURS <input style="width: 100px; height: 20px; border: 1px solid black;" type="text"/>	TOTAL HOURS <input style="width: 100px; height: 20px; border: 1px solid black;" type="text"/>	TOTAL HOURS <input style="width: 100px; height: 20px; border: 1px solid black;" type="text"/>

NOTES

B. Request to Revise Agricultural Honors Form

<https://students.cfaes.ohio-state.edu/academics/undergraduate/honors-and-scholars/forms>



THE OHIO STATE UNIVERSITY

Request to Revise Individual Honors Curriculum

College of Food, Agricultural, and Environmental Sciences

Effective Summer 2014

Student Information

Student Name Academic Advisor

OSU ID email

Degree Sought (select one): ☐ B.S. in Agriculture ☐ B.S. in Food Science ☐ B.S. in Nutrition ☐ B.S. in Construction Systems Management

Major Specialization

Instructions

- 1) If you wish to add or remove courses from your approved Individual Honors Curriculum, a Request to Revise form must be approved and submitted to the CFAES Honors Director.
- 2) Request to revise your Honors Curriculum must be done in consultation with your academic advisor. Your academic advisor and the Departmental Honors Program Coordinator must provide signatory approval of your request before submitting to the CFAES Honors Director.
- 3) Indicate revisions requested including the department under which the course is taught, course number, credit hours, and if the course is to be added or removed from your Honors Curriculum.
 - Request to add a course 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.
 - Request to remove a course must be submitted as soon as a decision is made and no later than the semester preceding the semester of planned graduation.
- 4) If you are in a combined graduate program, indicate those courses which are for graduate credit.

Revision(s) Requested Complete the following to request a course to be added or dropped from your Honors Curriculum. Specify the category for which the course applies -GE, Major, Minor, or general elective. If a GE course, list the group (Writing, Literature, etc.)

Add/Drop	Department	Course No.	Course Title	Credit Hrs	Category
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Reason for request

Student Signature

Date

Faculty Advisor

Date

Departmental Honors Coordinator

Date

Print Form

Office Use Only

☐ Approve

☐ Deny

CFAES Honors Director

Date

Comments

C. CFAES Guidelines for Graduating with Honors Research Distinction

<https://students.cfaes.ohio-state.edu/academics/undergraduate/honors-and-scholars/forms>



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

CFAES Guidelines for Graduating with Honors Research Distinction

1. Students may complete a thesis within his/her major or in other disciplines, provided he/she has a faculty research mentor (who may be tenure-track, clinical, research, or auxiliary faculty). Lecturers and others who do not have faculty status may not serve as the designated research mentor.
2. The academic unit that enforces the thesis requirements will be the faculty research mentor's home department (or school). Check with each academic unit for details. If the mentor's home department does not offer undergraduate courses, the requirements of the student's major apply.
3. A minimum overall GPA of 3.4 at the time of graduation is required. GPA requirements will be certified by the appropriate college in the final term before graduation.
4. Students must complete a research project and one of the three options (A, B, or C) below.
 - A. 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.
5. To qualify for graduation with "Honors Research Distinction," the student must submit an "Individual Honors Plan" ([link to plan](#)) to the college office at least two semesters prior to graduation. The plan must be signed by the faculty research mentor and honors coordinator. This ensures that all parties have a common understanding of the proposed plan to complete a project document for a given graduation deadline.
6. Course number 4999H designates honors research with distinction credits. Students should register for a minimum of one credit hour up to a maximum of five credits of 4999H per semester for the honors research project (as a general guideline, one credit hour would equate to approximately three hours of work per week). Students must submit a "Plan for Graduating with Honors Research Distinction" prior to enrolling in 4999H. This ensures that students and mentors are notified about how to qualify for the transcript designation, while documenting credit hours devoted to the thesis. Students must complete six hours of 4999H.
7. Acceptable standards for the written paper of the research thesis or project will be determined by the academic unit. Note that in some departments in which the thesis is a project or performance (e.g., Art, Architecture, Music), some type of written component also is required.
8. Students are required to submit their final written document in the searchable Knowledge Bank for future reference. The Knowledge Bank, a service of The Ohio State University Libraries, collects, preserves, and distributes the intellectual output of The Ohio State University. Other student projects (searchable by title, author, or date submitted) are available for review at <https://kb.osu.edu/dspace/handle/1811/166>. To register and upload your thesis, go to <http://library.osu.edu/projects-initiatives/knowledge-bank/tools/submission-instructions-for-knowledge-bank-collections/knowledge-bank-submission-instructions-honors-theses/>
9. The honors coordinator will complete and submit the "Honors Project Examination Report" to the College office. Final approval by the honors coordinator must be submitted by Wednesday of the final week of classes the semester of graduation.

D. Plan for Graduating with Honors Research Distinction

<https://students.cfaes.ohio-state.edu/academics/undergraduate/honors-and-scholars/forms>



THE OHIO STATE UNIVERSITY

Plan for Graduating with Honors Research Distinction

College of Food, Agricultural, and Environmental Sciences

Effective Spring 2019

Student Information

Student Name	<input type="text"/>	Name.#	<input type="text"/>	Student ID	<input type="text"/>
Major	<input type="text"/>		Expected Graduation Term	<input type="text"/>	Year <input type="text"/>
Current Cumulative GPA	<input type="text"/>	Academic Advisor	<input type="text"/>		
Anticipated Start Date: Term	<input type="text"/>	Year	<input type="text"/>	Completion presentation	<input type="text"/>
Department of Research: Course	<input type="text"/>	Class no.	<input type="text"/>	Enrollment Term	<input type="text"/> Year <input type="text"/>
Do you plan to attend graduate or professional school <input type="checkbox"/> Graduate School <input type="checkbox"/> Professional School					

Guidelines

- 1) This agreement is in partial fulfillment of the requirements for graduating with Honors Research Distinction within the College of Food, Agricultural, and Environmental Sciences.
- 2) The agreement is to be completed in consultation with your honors research mentor to ensure all parties have a common understanding of the proposed plan to complete and present a research project for a given graduation deadline.
- 3) Your research mentor and Department Honors Coordinator must provide signatory approval of your request before submitting to CFAES, Room 100 Agricultural Administration Building
- 4) The approved agreement must be on file with CFAES prior to or concurrent with the request for enrollment in 4999H

PROJECT INFORMATION

Title of Study	<input type="text"/>
Study Impact & Expected Outcomes to the Field	<input type="text"/>
Question or Issue Being Addressed	<input type="text"/>
Methods (select one)	<input type="text"/>
Summary of Methods	<input type="text"/>

Student, Sign	<input type="text"/>	Date	<input type="text"/>
Research Mentor, Sign	<input type="text"/>	Print	<input type="text"/>
	<input type="text"/>	Email	<input type="text"/>
Honors Coordinator, Sign	<input type="text"/>	Print	<input type="text"/>
	<input type="text"/>	Email	<input type="text"/>
	<input type="text"/>	Date	<input type="text"/>

OFFICE USE ONLY

Received Date	<input type="text"/>	Assistant Dean for Student Development	<input type="text"/>	Date	<input type="text"/>
Comments	<input type="text"/>				

Print Form

E. CFAES Guidelines for Graduating with Research Distinction

<https://students.cfaes.ohio-state.edu/academics/undergraduate/research>



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

CFAES Guidelines for Graduating With Research Distinction

(Non-Honors Program Members)

1. Students may complete a thesis within his/her major or in other disciplines, provided he/she has a faculty research mentor (who may be tenure-track, clinical, research, or auxiliary faculty). Lecturers and others who do not have faculty status may not serve as the designated research mentor.
2. The academic unit that enforces the thesis requirements will be the faculty research mentor's home department (or school). Check with each academic unit for details. If the mentor's home department does not offer undergraduate courses, the requirements of the student's major apply.
3. A minimum overall GPA of 3.0 at the time of graduation is required. GPA requirements will be certified by the appropriate college in the final term before graduation.
4. Students must complete a research project and one of the three options (A, B, or C) below.

- A. 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.

5. To qualify for graduation with "Research Distinction," the student must submit a "Plan for Graduating with Research Distinction" ([link to plan](#)) to the college office at least two semesters prior to graduation. The plan must be signed by the faculty research mentor; this ensures that all parties have a common understanding of the proposed plan to complete a project document for a given graduation deadline.
6. Course number 4999 designates undergraduate research with distinction credits (non-honors), and course number 4999H designates Honors research with distinction credits. Students will register for at least one and up to a maximum of six credits of 4999 for the research project (as a general guideline, one credit hour would equate to approximately three hours of work per week). Students must submit a "Plan for Graduating with Research Distinction" prior to enrolling in 4999. This ensures that students and mentors are notified about how to qualify for the transcript designation, while documenting credit hours devoted to the thesis.
7. Acceptable standards for the written paper of the research thesis or project will be determined by the academic unit. Note that in some departments in which the thesis is a project or performance (e.g., Art, Architecture, Music), some type of written component also is required.
8. Students are required to submit their final written document in the searchable Knowledge Bank for future reference. The Knowledge Bank, a service of The Ohio State University Libraries, collects, preserves, and distributes the intellectual output of The Ohio State University. Other student projects (searchable by title, author, or date submitted) are available for review at <https://kb.osu.edu/dspace/handle/1811/166>. To register and upload your thesis, go to <http://library.osu.edu/projects-initiatives/knowledge-bank/tools/submission-instructions-for-knowledge-bank-collections/knowledge-bank-submission-instructions-honors-theses/>
9. The research mentor will complete and submit the "Graduating with Research Distinction Approval Form" to the College office. Final approval by the project mentor must be submitted by Wednesday of the final week of classes the semester of graduation.

//Users/fowling.175/Library/Containers/com.microsoft.Word/Data/Downloads/Research_Distinction_Guidelines Proposed Revision December 2018 (no highlights).docx)

F. Plan for Graduating with Research Distinction

<https://students.cfaes.ohio-state.edu/academics/undergraduate/research>



THE OHIO STATE UNIVERSITY

Plan for Graduating with Research Distinction

College of Food, Agricultural, and Environmental Sciences

Effective Summer 2015

Student Information

Student Name	<input type="text"/>	name.#	<input type="text"/>	Student ID	<input type="text"/>				
Major	<input type="text"/>	Expected Graduation	Term	<input type="text"/>	Year	<input type="text"/>			
Current Cumulative GPA	<input type="text"/>	Academic Advisor	<input type="text"/>						
Anticipated Start Date:	Term	<input type="text"/>	Year	<input type="text"/>	Completion presentation	<input type="text"/>			
Department of Research:	Course	<input type="text"/>	Class no.	<input type="text"/>	Enrollment	Term	<input type="text"/>	Year	<input type="text"/>
Do you plan to attend graduate or professional school <input type="checkbox"/> Graduate School <input type="checkbox"/> Professional School									

Guidelines

- 1) This agreement is in partial fulfillment of the requirements for graduating with Research Distinction within the College of Food, Agricultural, and Environmental Sciences.
- 2) The agreement is to be completed in consultation with your research mentor to ensure all parties have a common understanding of the proposed plan to complete and present a research project for a given graduation deadline.
- 3) Your research mentor and Departmental Research Coordinator (*if applicable*) must provide signatory approval of your request before submitting to CFAES, 100 Agricultural Administration
- 4) The approved agreement must be on file with CFAES prior to or concurrent with the request for enrollment in 4999 (or the equivalent research designated course for the department under which research is conducted)

PROJECT INFORMATION

Title of Study

Study Impact & Expected Outcomes to the Field

Question or Issue Being Addressed

Methods (select one)

Summary of Methods

Student, *Sign*

Date

Research Mentor, *Sign*

Print

email

Date

OFFICE USE ONLY

Received Date

Assistant Dean for Student Development

Date

Comments