**HONORS PROGRAM STUDENT COMMITTEE (HPSC) APPLICATION**
*\*All applications are due no later than 9 a.m. on the Monday before fall break.*

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ WIN#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cumulative GPA: \_\_\_\_\_\_\_ Class Year: \_\_\_\_\_\_\_\_\_

Major(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Minor(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year for completing honors requirements (after maximum of eight total undergraduate terms): \_\_\_\_\_\_\_

**HPSC General Responsibilities:**

* Serve from January to January.
* Attend biweekly meetings.
* Support fellow council members in their mutual endeavors to advance HPSC goals.
* Represent honors students’ interests.
* Lead student participation in and further development of all Honors Program activities.
* Create a cohesive student community.
* Document all organized events.
* Maintain good standing within the Honors Program (see last page for reminder of these criteria).

**Desired Position** (pick only one; see next page for each role’s responsibilities):

President

Vice President

Secretary

Treasurer and Fundraiser

Director of Academic Opportunities

Director of Social Events and Community Service

Director of Publicity and Marketing

**Please answer the following questions in no more than three sentences each:**

Why do you want to serve in this role?

What unique background, experience, knowledge and/or skills can you contribute to your performance in this role?

**Please answer the following question in no more than a paragraph:**

Think about a time you had to work both with someone who supervised you and with someone whom you supervised. What are your responsibilities to each and how did you fulfill those responsibilities?

President

* Oversee the HPSC to ensure all officers fulfill their specific duties and all help promote efficient and effective HPSC operations.
* Work closely with the vice president to encourage cross-HPSC committee collaboration and engagement.
* Seek co-sponsorships with other campus organizations or honor societies.
* Solicit honors student participation and feedback.
* Serve on the Honors Program Advisory Council, liaising between HPSC and HPAC, representing student interests and keeping students informed about the program’s administration.

Vice President

* Assist the president in all executive functions.
* Fulfill president’s responsibilities in the president’s absence.
* Maintain HPSC’s order and focus while supporting the president at meetings.
* Review the HPSC constitution yearly in concert with the president and propose amendments as needed.

Secretary

* Keep detailed and accurate minutes of HPSC meetings and post them online after each meeting.
* Send out reminder emails for general meetings in conjunction with the president.
* Maintain organized, accurate and up-to-date electronic records of events, including student attendance.
* Raise concerns to the vice president if other HPSC members are neglecting their duties or responsibilities.

Treasurer and Fundraiser

* Maintain accurate and up-to-date records of all HPSC expenses and keep documentation for a minimum of 12 months.
* Provide a full budget summary (income and expenses) at the end of each semester.
* Coordinate HPSC fundraising events.

Director of Academic Opportunities

* Organize events that foster opportunities for enhanced academic learning for honors students.
* Promote informal opportunities for student-driven discussions and speakers.
* Raise awareness among honors students about conferences, publishing opportunities and scholarships.

Director of Social Events and Community Service

* Organize events and social activities that foster interaction and socialization among honors students and the Wilkes community.
* Organize community service and volunteer opportunities, enabling students to partner with local populations and engage with nonprofit organizations.
* Maintain contact between community leaders and honors students.

Director of Publicity and Marketing

* With the Honors Program office representative, oversee the Honors Program social media accounts, such as the Facebook page, the Twitter account and the Instagram account.
* With the Honors Program office representative, manage the content for the HPSC’s official website.
* Share all newsworthy updates and information with the editor of “The Honors Buzz.”

**Honors Program Student Requirements and Expectations**

Honors students must adhere to the below terms to remain eligible to participate in the program; to retain access to the program’s resources and opportunities; and, ultimately, to meet all Honors Program completion requirements. All of these requirements are in addition to individual major and University graduation requirements.

Minimum Cumulative GPA

3.0 after two terms at Wilkes

3.2 after four terms at Wilkes

3.3 after six terms at Wilkes

3.4 after eight terms at Wilkes/to meet all Honors Program completion requirements

*A student is allowed only one grade of 2.5 in an honors course to receive honors credit. All other honors course grades must be a minimum of 3.0. Students falling below the required cumulative GPA threshold will be given one full term to return their cumulative GPA to the minimum required.*

FYF 101 H: Honors First Year Foundations (3.0 Credits)

HNR 390: Honors Capstone Seminar (1.0 Credit)

18 additional honors credits, six of which must be at the 300 level or above\*

*\* A maximum of six credits can be waived for study abroad and/or internship experiences. Study abroad can yield a waiver of six credits at the 300 level for a full semester abroad or of three credits at the 300 level for a summer abroad (minimum of four weeks). An internship can yield a waiver of three credits at the 300 level for a full semester or summer.*

Good Standing: Honors Program Community

Participating in Honors Program-sponsored activities, including meetings on campus with prominent guest speakers and engaging with prospective honors students, helps to cultivate knowledge and skills that advance intellectual, personal, and professional development, contributions to the Wilkes campus community, and post-graduate success, whether through employment or continued education. Our weekly newsletter, “The Honors Buzz,” announces these opportunities throughout the academic year.

All honors students must participate in at least one honors-sponsored activity per term. This commitment is waived during a study abroad term.

First-Year Honors Learning Community

All first-year honors students living on campus reside together in honors housing. This enables students to begin connecting with each other in an environment conducive to their shared values and aspirations. While you may live in the hall of your choice during your remaining years at Wilkes, many choose to continue living in community with other honors students.

Good Standing: Student Conduct

Honors students must remain in good standing with regard to student conduct. Any student found guilty of violating university policies is also subject to review by the Honors Program Advisory Council.