Iowa State University Honors Program Guide
for
the College of Design

About:
This document is meant to be a quick reference guide if you have questions about the Honors Program within the College of Design. This document will either answer your questions or guide you to the exact spot where you can find the answer. This document does not include any relevant information about the First Year Honors Program. If you have questions about the First Year Honors Program, it is suggested that you go to this link.
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1) Honors Program Requirements

a) Base Requirements
   1. At all times, both current and prospective Honors students must maintain an ISU GPA of at least 3.50.
   2. As an Honors student you may not take any course Pass/Not Pass unless you have received approval in advance from your college's Honors committee. *(Please note that this policy does not apply to courses/seminars offered on a Satisfactory/Fail grading system. It applies only to those courses - both Honors and non-Honors - for which one elects the Pass/Not Pass system rather than the standard A-F grading system.)*

b) Prospective ISU Honors Students
   This list is for current students who wish to apply for the University’s Honors program. In order to obtain membership, you must:
   1. Complete an Honors membership application (Go to this link and download “University Honors Program Application”)
   2. Submit, and have approved, a Statement of Honors Purpose (This is outlined within the Honors membership application)
   3. Attend an Honors orientation for the College of Design (You will receive information about this if you are accepted into the program)
   4. Have at least 48 credits remaining in your degree. (You must take 48 credits of classes while in the Honors program)
   5. Submit your Program of Study form (Go to this link and download “Honors Program of Study Form”)

c) Prospective Transfer Honors Students
   Transfer students to ISU from other post-secondary institutions are eligible to participate in the ISU Honors Program. The level of participation in the Honors program depends on how much post-secondary schooling you have completed before enrolling at ISU.
   1. If you have completed less than a year of coursework before coming to ISU and enroll during the fall semester, you may apply for the First-Year Honors Program (FHP). The admission requirements are the same as those for students entering directly from high school. Please go to this link for information about the FHP
   2. If you have completed at least a year of coursework before coming to ISU, you may apply for acceptance to the ISU Honors program in the same way as a currently enrolled ISU student. Please contact the Honors Program Office for more information as the requirements may vary due to special circumstances.

Instead of filling out the normal Honors membership application, a transfer student will fill out a special application which can be found here and by clicking on “University Honors Transfer Application”.

Last updated 2/5/2015
d) Current Honors Students
Requirements for current ISU Honors students:
1. Complete the Honors Course Requirement (See Honors Courses)
2. Complete the Honors Seminar Requirement (See Honors Seminars)
3. Complete the Honors Capstone Requirement (See Capstone Project)
4. Complete the Honors Poster Presentation Requirement (See Poster Presentation)
6. Submit your Program of study if you have not done so already. (Go to this link and download “Honors Program of Study Form”)

e) Additional Information
For further information about the Honors Program’s requirements as set by Iowa State University, visit this link.

2) Honors Courses
a) Requirements for Honors Courses
College of Design Honors students are required to complete a minimum of 3 Honors courses to graduate within the Honors program. This number will vary for students in different Colleges. It is recommended you student take one or more Honors courses per year in order to fulfil this requirement. There is no requirement that the courses be of the 300 level or higher; however, it suggested that you take as many 300 level credits as possible because of the classes’ academic value.

b) About Honors Courses
Honors courses are very similar to regular classes. In Honors classes, you will be assigned additional work. Frequent meeting with the instructor or further research about the class are also common enhancements for Honors courses. Other than these small changes, the Honors versions of classes are very similar to the non-Honors classes.

c) Available Honors Courses
The list of available Honors can be found through this link and by selecting the correct semester. These courses are explicitly labeled as Honors courses and are only available to Honors students; however, you may request that any course be designated as an Honors course by talking to professor. Any graduate level course can also be used as an Honors course.

d) Honors Course Contract
If you wish to receive Honors credit for any course, you must fill out the Honors Course Contract form. This applies to classes that are already listed as Honors classes and classes that are not. The “Honors Course Contract” can be found here and downloaded. A very similar form may also be found on the Iowa State Honors Course Program page; which is titled, “Honors Credit Form.”

e) Additional Information
For further information about Honors courses, visit this link.

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3) Honors Seminars

a) Requirements for Honors Seminars
   Students in the College of Design are required to take a minimum of two Honors Seminars to graduate as an Honors student. This number will vary for students in different colleges. It is recommended that you take one or more Honors Seminar per year because of the educational benefit of the courses.

b) Registering for Seminars
   Seminars typically meet once or twice a week. These classes are held at various times with the idea of finding at least one that fits your schedule. Registration for seminars occurs after regular course registration. A student will register for seminars on Access Plus using the seminar’s reference number. If a seminar is already full when attempting to register, you can be put on a waiting list for the seminar. You are limited to taking a maximum of two seminars per semester.

c) List of Seminars
   The list of available seminars can be found through this link and by selecting the desired semester. This list changes each semester; a seminar offered in the fall semester will not likely be available in the spring semester. The topic of each seminar is chosen based on the interests of the instructor. The topics can range greatly in subject. It is recommended that you refer to the list of available seminars before registering and thoroughly read the seminar descriptions. Some seminars are very popular and fill quickly; therefore it is recommended that you have a back-up list of seminars you wish to take if your first choice seminar is full.

d) Additional Information
   For further information about Honors seminars, visit this link.

4) Capstone Project

a) About the Capstone Project
   The Capstone project is research and design assignment in which you pursue or create a research problem. This project is similar to a thesis in that you can choose any topic in which you are interested and knowledgeable. You will work with a mentor to research the problem and attempt to devise a solution. Go to this link and download “Honors Project Proposal” to access the proposal form and to read additional information about the Capstone Project. This project is one of the main requirements for a student to graduate in Honors.
b) **When to Start**
   Students usually complete the Capstone Project during their final year at ISU. It is recommended that you start thinking about your project during the spring of your penultimate (junior) year. This allows you a full calendar year of work time. If a student desires, he or she may complete the project earlier, but this is not recommended. Within the College of Design, you may not know what your project is until the spring of their final year due to curricular structure. You may submit your topic as independent study and finalize the topic later. The project is then completed during your final semester. However, even in this situation, the proposal still must be submitted 13 calendar months prior to graduation.

c) **Choosing a Project**
   Students within the College of Design have the option of either taking a studio course or doing an independent study. The independent study is equivalent to 3-6 credits of coursework. The topic may revolve around anything familiar to the student, and can be converted into an in-depth research project.

d) **Finding a Project Advisor**
   All students are required to have an advisor for their Capstone Project. The advisor is a mentor who guides and helps you along the way. You may first pick your topic and then pick an advisor that has knowledge of the problem. Or, you may first pick or be assigned an advisor, and together, both of you will devise a topic. The advisor plays an important role in this process and you should pick your advisor carefully. It may be a wise decision for you to inform a potential advisor early that you are interested in working with the specific mentor.

e) **Additional Information**
   Additional information about the Capstone may be found by going to this link and downloading the document, “Honors Project Guidelines.”

5) **Poster Presentation**

a) **About the Poster Presentation**
   After students complete their Capstone Project, they must present it at the Honors Poster Presentation event. This entails creating a poster describing the project you completed and the results that you obtained. During the poster fair, you will give a brief presentation (about 2 minutes) to other students and professors explaining your research and findings. This presentation is one of the main requirements for a student to graduate within the Honors program.
b) Forms and Registration

In addition to the physical poster, you must also fill out numerous forms relating to your Capstone Project. Each of these forms can be found by accessing this link along with their respective deadlines. All of these forms are required to be completed unless noted differently.

1. “Poster Registration Form”
   A registration form for entering your project in the Honors Poster Presentation event. This must be done about a month in advance of the event.

2. “Honors Project Abstract”
   A brief form that explains your project in an abstract way, without getting into detail.

3. “Post Abstract Acknowledgment Form”
   A form acknowledging that you applied to present your project at the Honors Poster Presentation event. Similar purpose of the registration form, but delivered to a different person.

4. “Post Graduation Information Form”
   A survey regarding your entire experience within the Honors Program at Iowa State.

5. “Mini Grant for Print”
   A reimbursement form for a maximum of $20 to help you cover the cost of creating the poster. This form is optional to fill out.

c) Additional Information

Additional information about the Poster Presentation may be found by going to this link and by opening the document, “Poster Guidelines.”