

Alternative Course Experience (ACE) Application Policy and Procedures

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Alternative Course Experience (ACE) Application Policy and Procedures

Overview

Honors alternative course experiences (ACE) are educational opportunities beyond the classroom that may replace an Honors course. ****** To be eligible to receive alternative course credit, you need to be an Honors student in good standing and you must apply in advance and have your proposed experience approved. Most ACE applications include writing a clear and persuasive statement that outlines why your proposed ACE should be treated as the equivalent of an Honors course.

All students applying for ACE credit must complete a 10-page **reflection paper** where you clearly identify and engage with at least **three** of the Honors Student Learning Goals that we require to be addressed in our courses.

- In the reflection you will be responding to 3-4 discrete questions; each answer will be 3-4 pages long (total=10pp).
- Please review the rubric for more details.
- Although the reflection paper's primary function is to advance Honors' commitment to metacognitive work, which will both improve and enhance your ACE, it will help you understand and clearly articulate the value and significance of your experience to future employers and/or graduate/professional schools.

Please note: an approved ACE will fulfill one of your Honors course requirements; however, depending on the type of ACE, it may not be credit bearing towards graduation and may not appear in self-service Banner.

Each ACE has slightly different requirements, so read the more specific instructions for your particular ACE carefully.

Application Form: <https://forms.gle/eVrnxWYJdsQJQeC49>

DEADLINE TO APPLY FOR SPRING 2021: November 20, 2020 @ 11:59PM

DEADLINE TO APPLY FOR SUMMER 2021: April 16, 2021 @ 11:59PM

DEADLINE TO APPLY FOR FALL 2021: June 4, 2021 @ 11:59PM EXCEPT HONORS CONTRACTS which are due within the first two weeks of the semester enrolled in the course.

******Please note you may only have THREE total ACE experiences over the course of your Honors career, and only TWO if you are an Engineering major.

Honors Student Learning Goals

Community (Share)

1.1: Students will be contributing members and leaders who promote collaboration both inside and outside of the classroom.

1.2: Students will appreciate and engage diverse perspectives both inside and outside of the classroom.

Academics (Think)

2.1: Students will be effective communicators who can write and speak for varied purposes and audiences.

3.1: Students will be able to clearly define problems and recognize the complexity of issues and contexts.

3.2: Students will be able to marshal appropriate evidence to advance an argument.

3.3: Students will be able to extend ideas through the application of interdisciplinary perspectives in order to produce knowledge.

Life-long Learning (Thrive)

4.1: Students will be curious, engaged, learners who seek experiences beyond the classroom and who make connections between these experiences and their intellectual work.

4.2: Students will be able to independently transfer knowledge from one context to another.

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Honors Proposal Rubric

Use this rubric to write your proposal statement. We use this rubric when evaluating your application. This proposal is typically 1-2 pages double-spaced.

Rubric to be used by the Alternative Course Experience Committee in the <i>proposal/ approval process</i>			
Level of achievement for the component			
Component of statement to be assessed	Exemplary (2)	Adequate (1)	Insufficient (0)
1. Description of what will be done and learned	Clearly and concisely describes what will be done and learned during the proposed ACE.	Describes what will be done and learned during the proposed ACE.	Does not clearly or concisely describe what will be done and learned during the proposed ACE
2.Honors Student Learning Goals (SLGs) identified	Identifies three or more Honors SLGs that will be achieved as a result of the proposed ACE.	Identifies only two Honors SLGs that will be achieved as a result of the proposed ACE.	Identifies zero or one Honors SLG that will be achieved as a result of the proposed ACE.

Honors Final Reflection Rubric

Use this rubric to write your final reflection paper. Reflection papers are typically 10-pages double spaced. We'll use this rubric when evaluating your rubric and determining if your experience meets the expectations of an Honors course.

Rubric to be used by the Alternative Course Experience Committee to approve Honors course credit <i>after completion of the ACE</i>			
Level of achievement for the component			
Component of statement to be assessed	Exemplary (2)	Adequate (1)	Insufficient (0)
1. Description of what was done and learned	Clearly and concisely describes what was done and learned during the ACE.	Describes what was done and learned during the ACE.	Does not clearly or concisely describe what was done and learned during the ACE.

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<p>2. Honors Student Learning Goals (SLGs): how they were achieved Tip: This section should be longer, since it involves analysis.</p>	<p><i>Identifies at least three</i> Honors SLGs that were achieved during the ACE and <i>provides <u>compelling evidence and information</u></i> about how they were achieved (these SLGs may have changed from those identified in the proposal, before the experience).</p>	<p><i>Identifies only two</i> Honors SLGs that were achieved during the ACE and <i>provides</i> some evidence and information about how they were achieved (these SLGs may have changed from those identified in the proposal, before the experience).</p>	<p><i>Identifies zero or one</i> Honors SLGs that were achieved during the ACE and <i>provides</i> little or no evidence and information about how they were achieved. (these SLGs may have changed from those identified in the proposal, before the experience).</p>
<p>3. Description of how the experience was the equivalent of an Honors course Tip: This section should be longer since it involves analysis and bolstering your claims with outside sources</p>	<p>Mounts a compelling argument that the ACE was the equivalent of one <u>Honors</u> course using relevant elements of the NCHC's definition of Honors education.</p> <p>Persuasively details how skills and/or knowledge will transfer into later coursework and/or professional career.</p>	<p>Makes an argument that the ACE was the equivalent of one <u>Honors</u> course using relevant elements of the NCHC's definition of Honors education.</p> <p>Details how skills and/or knowledge will transfer into later coursework and/or professional career.</p>	<p>Does not make an argument that the ACE was the equivalent of one <u>Honors</u> course and/or does not adequately engage with relevant elements of the NCHC's definition of Honors education.</p> <p>Does not provide details about how skills and/or knowledge will transfer into later coursework and/or professional career.</p>

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Overview of Process

Step 1: Submit an ACE application by the deadline.

- There are different requirements depending on the type of ACE you are completing.
- Some experiences require a statement that includes a description of the work and identifying three (3) Honors Student Learning Goals that will be achieved

Application: <https://forms.gle/eVrnXWYJdsQJQeC49>

Please note that **this process is not a guarantee** that you will be given Honors course credit for the ACE.

Step 2: You will be notified by Honors by three weeks after the deadline whether or not your ACE has been approved.

Step 3: In order to earn Honors course credit, after completing your ACE you will:

- write a 10-page reflection based on the final reflection rubric where you successfully convince the Honors Alternative Course Experience Committee that your experience and learning were the equivalent of what would be accomplished within an Honors course on campus, and
- prove how you achieved three or more Honors Student Learning Goals (SLGs) in your ACE.

There are six different types of ACEs that can be completed:

1. [Graduate Course via Senior Privilege](#)
2. [Internship](#)
3. [Research/Creative Experience](#)
4. [Study Abroad](#)
5. [Honors Contracts](#)
6. [HSO Leadership Experience](#)

Graduate Course via Senior Privilege

Rowan students in their senior year with a GPA of 3.0 or higher may apply to take graduate courses at undergraduate tuition rates (see the [Undergraduate Senior Privilege Policy](#) for more information). Honors students can apply to have graduate-level courses count toward their Honors course requirements. Students should work with their advisor to determine which graduate course would be appropriate for their given major.

An approved non-Honors graduate-level course will fulfill one of your Honors course requirements as well as count towards the 120 credits you must earn to graduate.

It will not, however, be displayed in Banner as an Honors course. A note will be made in your Honors file detailing your accomplishment.

Step 1: Complete the [Senior Privilege Request Form](#) to ensure that you have permission to take the graduate course.

Step 2: [Complete the application](#) selecting “Graduate Course” and submit the following:

- Course information (i.e., name, CRN, etc.)
- Course description (which you can obtain via the course catalog)

Step 3: At the end of the semester write your 10-page reflection paper. The ACE committee will use the [rubric to evaluate](#) your statement and assess whether or not Honors course credit should be granted.

Step 4: In order to obtain Honors course credit, you must submit the following documents by the posted deadline.

- The complete course syllabus
- Your 10-page reflection paper

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Internship

Internships are invaluable opportunities to apply knowledge gained through coursework to experience in the workplace.

Step 1: Write a statement based on the [Honors Proposal Rubric](#) describing the internship and the work you will be completing and identifying three (3) Honors Student Learning Goals that will be met. This statement should include the following sections:

Step 2: [Complete the application](#) selecting “Internship” and submit the following:

- A. A copy of the formal email or letter inviting you to accept the internship.
- B. Proposal statement

Step 3: After your internship, write a **10-page reflection paper** in which you address the topics covered in the rubric, including what was done and learned, which Honors SLGs were achieved, a detailed description of how each Honors SLG was achieved, and how and why you believe the internship experience to have been the equivalent of an Honors course. The ACE committee will use the [rubric to evaluate your statement](#) and assess whether or not Honors course credit should be granted.

Step 4: In order to obtain Honors course credit once you have completed the internship, you must submit the following documents by the posted deadline, and they must be approved by the Honors ACE committee.

Complete the ACE final reflection submission form which will include:

- A. A letter or email from your supervisor/faculty member describing what you did during your internship.
- B. Any related deliverables (tangible items produced as a result of your work) or a description of those deliverables.
- C. Your 10-page reflection paper

Research or Creative Experience

Honors students are encouraged to conduct research and engage in creative work that supplements their learning in the classroom. This ACE helps students develop mentor-mentee relationship with a faculty member; familiarize students with research/performance processes and prepare them for possible graduate school work; encourage students to produce a finished piece of writing, performance, or other creative work that could be presented at a professional meeting or published in a student or professional publication or in an exhibition; and assist students in meeting Honors requirements through independent research/creative work. This ACE applies to experiences on-campus (e.g. Honors Independent study with Rowan Faculty, SURP, PULSE) or off-campus (e.g. NSF funded Research Experience for Undergraduates, Fulbright, summer fellowship).

Some experiences are eligible for funding. If approved students can receive up to \$800 for a semester or \$1,600 for the year to cover stipends and materials for work to be carried out.

Each award is split in two parts:

1. **\$400** will be available for expenses related to carrying out the project. The department will be reimbursed up to \$400 for expenses related to the student's Honors Independent Study project. These expenses will have to be approved by the supervising faculty member. The expenses can involve—but are not limited to—research-related travel, purchase of books or equipment, duplicating costs, etc. You should collect receipts, travel itineraries or other documentation about your expenses while performing research and submit them to the Honors office.
2. **\$400** will be a direct deposit award that students can use as a reimbursement for the tuition costs of the Independent Study in which they are required to enroll. The money will be issued *at the end* of the semester that includes this course upon successful completion of the work and reflection.

Students who are completing a Research or Creative Experience on-campus for course credit will be enrolled in a 3-credit HONR 05400 Honors: Independent Study. This course is graded P/NC.

Step 1: After receiving acceptance of the research or creative experience write a proposal statement using the Honors Proposal Rubric. **Please note:** If you were accepted into a competitive experience (e.g. summer REU program, CSM SURP, CMSRU PULSE) then you can just upload your acceptance letter.

Step 2: [Complete the application](#) selecting “Research or Creative Experience” and submit the following:

- A copy of the formal email or letter inviting you to accept this position (off-campus competitive programs) **OR** a letter of recommendation from the faculty member detailing the position and your role.

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- Proposal statement for on-campus independent study type experiences

Step 3: After your experience, write a **10-page reflection paper** in which you address the topics covered in the rubric, including what was done and learned, which Honors SLGs were achieved, a detailed description of how each Honors SLG was achieved, and how and why you believe the experience was the equivalent of an Honors course. The ACE committee will use the [rubric to evaluate your statement](#) and assess whether or not Honors course credit should be granted.

Step 4: In order to obtain Honors course credit once you have completed your experience, you must submit the following documents by the posted deadline, and they must be approved by the Honors Alternative Course Experience (ACE) committee.

- A letter or email from your supervisor/faculty member describing what you did during your research or creative experience.
- Any related deliverables (tangible items produced as a result of your work) or a description of those deliverables
- A 10-page reflection paper in which you address the topics covered in the [rubric](#).

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Study Abroad

There are many reasons why Honors students should take advantage of the opportunity to study abroad. Experiencing life in other countries and cultures; developing foreign language skills; broadening worldviews; and making lifelong friends while earning college credit are just some of them. Many students use study abroad experiences to prepare for graduate school and future employment. Most importantly, the experience will be one that you will remember and value for the rest of your life. Additionally, Honors Students may be able to receive up to \$500 to reimburse travel expenses. Plan for study abroad by contacting the [Education Abroad](#) office and consulting with academic advisors. An approved Study Abroad Experience will fulfill one (or possibly two) of your Honors course requirements as well as count towards the 120 credits you must earn to graduate. It will not, however, be displayed in Banner as an Honors course. A note will be made in your Honors file detailing your Study Abroad.

Step 1: Visit the [Education Abroad website](#) to research programs, find step-by-step application instructions, and read about international fellowships, internships, and/or scholarships.

- Select several approved programs and courses that interest you, working with the staff in the Education Abroad office for guidance.
- If syllabi are not readily available, ask the Education Abroad office about how to obtain official course descriptions or sample syllabi from a program you'd like to attend.

Step 2: [Complete the application](#) selecting "Study Abroad" and submit the following:

- Attach the formal acceptance letter for this program
- Attach up to three syllabi from the courses you will likely take while on the Study Abroad experience (scans or electronic copies are accepted, but they must be submitted in electronic format). If syllabi are not yet available, please include course descriptions
- Proposed dates of travel to and from program

Step 3: Work with the Education Abroad Office to complete all necessary travel documents.

Step 4: At the end of your study abroad experience write your final 10-page reflection paper. The ACE committee will use the [rubric to evaluate](#) your statement and assess whether or not Honors course credit should be granted. Your experiences both in and out of the classroom are likely to be relevant to this reflection paper, so please make sure to address both the academic and extracurricular learning accomplished while having the Study Abroad experience.

Step 5: In order to obtain Honors course credit once you have completed your Study Abroad experience, you must submit the following documents by the posted deadline, and they must be approved by the Honors Alternative Course Experience (ACE) committee.

- Unofficial transcript showing the courses you took and the grades you earned
- Syllabi of the courses you took while on the Study Abroad program.
- Final 10-page reflection paper. The ACE committee will use the [rubric to evaluate](#) your statement and assess whether or not Honors course credit should be granted.

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Step 6: Apply to Cindy DiMenna (dimenna@rowan.edu) for your \$500 plane fare reimbursement. You will need:

- **Receipt** for ticket purchase with Reservation Number and/or Flights' days and times listed. *(Note: if you did not buy the ticket with a credit card in your name, you'll need a signed note explaining who purchased the ticket for you, and their relationship to you (i.e. parent, guardian)).*
- **Photocopy** of the credit card statement used for ticket purchase with the flight on it. Please black out any other personal information (e.g. other charges, balances, etc.), but be sure that your name, address, and the last 4 digits of the credit card number are visible, along with the charge in question.

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Honors Contracts

Honors contract work extends, enhances, and/or enriches course material for the Honors student to have the class count as an Honors Experience through the Alternative Course Experience (ACE) mechanism. The student's work must be measurably different from other students' work in the non-honors course.

Examples include:

- A lengthier or more in-depth final paper/project/presentation
- Extra* and/or different work in the faculty member's lab
- A related but different experiment or project
- An oral presentation to the class
- Research assistant work for the faculty member on material connected to the class
- Additional* research related to a performance or production

*Student's work should be within the parameters of the course's credit hours

Step 1: Work with Dr. Talley and the faculty member of the non-honors course to determine if an Honors contract is possible.

Step 2: If provisionally approved complete the Honors Contract form which requires student and professor signatures as well as deliverable deadlines.

Step 3: Complete the application selecting "Honors Contract" and submit the following:

- Copy of the completed and signed Honors Contract Form
- Application statement that details the work you will be doing and the three (3) Honors Student Learning Goals that you believe you will be achieving through this work

Step 4: In order to obtain Honors course credit once you have completed your experience, you must submit the following documents by the posted deadline, and they must be approved by the Honors Alternative Course Experience (ACE) committee.

- A letter or email from your professor confirming that you met all requirements of your Honors Contract
- Any related deliverables (tangible items produced as a result of your work) or a description of those deliverables
- A 10-page reflection paper in which you address the topics covered in the rubric.

Honors Student Organization (HSO) Internship

Available to elected members of the Honors Student Organization (HSO) Executive Board, the HSO Alternative Course Experience (ACE) is an academic year-long experience overseen by the Assistant Dean of Honors that may be considered equivalent to a maximum of one (1) Honors course.

The HSO Internship ACE requires:

1. bi-weekly meetings with the Assistant Dean of Honors where your hours log and progress summaries will be submitted
2. Mid-year Reflection Paper (due last day of Fall semester): A **10-page paper** that reflects on progress toward meeting your goals for the academic year; evaluates what is/is not working in your role; and analyzes how your work on the HSO is fulfilling elements of the Honors Mission, Vision, and Student Learning Goals.
3. Final Reflection Paper (due last day of Spring semester): A **10-page reflection paper** that addresses the topics covered in the [Honors Reflection rubric](#).

Step 1: Write a clear and persuasive proposal statement using the [rubric](#) that *identifies* and **at least three** of the Honors SLGs that will be accomplished in your position. Statements must include:

- Your official position description from the HSO by-laws
- Explicit SMART goals for the academic year, including concrete deliverables (tangible items produced as a result of your work) and a timeline for completion. For more information concerning SMART goals please see <https://www.mindtools.com/pages/article/smart-goals.htm> as an example.
- Identification and discussion of the three or more Honors Student Learning Goals (SLGs) that will be achieved during the year

Step 2: [Complete the application selecting](#) “HSO Internship” and submit your proposal statement.

Step 3: At the end of the Fall semester write and submit your mid-year 10-page reflection paper by the posted deadlines. This mid-year reflection should:

- reflect on progress toward meeting your goals for the academic year;
- evaluate what is/is not working in your role; and
- analyzes how your work on the HSO is fulfilling elements of the Honors Mission, Vision, and Student Learning Goals.

The ACE committee will use the [rubric to evaluate](#) your statement.

Step 4: At the end of the Spring semester write your final 10-page reflection paper. The ACE committee will use the [rubric to evaluate](#) your statement and assess whether or not Honors course credit should be granted.