



# Information Packet

Engineering Honors Contract program at  
The Ohio State University

## What is the Honors Contract?

The Honors Contract is designed to recognize undergraduate students who complete a rigorous, well-rounded portfolio of experiences, both inside and outside the classroom, in order to enhance their Bachelor of Science degree in their desired field of Engineering. As such, the Honors Contract requires careful planning throughout your entire college experience to ensure that you attain experiences that develop your skills in academic coursework, investigational studies and global opportunities, and community leadership. You will need to determine how you will incorporate the components of your Honors Contract during your entire time at OSU. Each student's Honors Contract will be specialized for his or her personal goals, interests, and accomplishments.

## Structure of the Honors Contract

<b>Schedule A – Academic Enrichment</b> <i>Honors &amp; Graduate Coursework</i>	18 points (1 point per credit hour)
<b>Schedule B – Investigational Studies</b> <i>Global Enrichment &amp; Original Inquiry</i>	15 points
<b>Schedule C – Leadership and Service</b> <i>Leadership Development &amp; Service Engagement</i>	12 points • 6 point minimum for leadership • 6 point minimum for service
Overall Total	50 points • 5 points float between Schedules B and C

## How do I create and update my Honors Contract?

The Honors Contract Portal is where you will create, maintain, and update your Honors Contract. The Honors Contract Portal can be found towards the bottom of <https://advising.engineering.osu.edu/current-osu-students/honors-engineering/honors-contract>.

## Honors Contract Verifications

In order to consider your Honors Contract experiences complete, we require verification. Verifications are due by the second Friday of your graduating semester. It is recommended that verifications are gathered as experiences are completed. Verifications should be emailed directly to the College Honors Advisor who will use these to certify the distinction for graduation.

The College Honors Advisor can access the Student Information System to verify Schedule A coursework, as well as additional experiences from B and C. Verifications for the remaining Schedule B and C experiences require verification from a faculty/staff member/supervisor who can verify your experience and individual role, along with his/her contact information or business card. Verifications from peers will not qualify. Please review the verification examples section of this information packet to learn more.

Please keep in mind that an Honors Contract cannot be certified until all of the components have been finished. Any items that will not be completed until final grades from the last semester are posted (e.g.

minors, second majors), may make it impossible for the designation to be printed in the Commencement program. However, the College Office Graduation Coordinator will make sure that the diploma will have the designation “With Honors in Engineering” printed in time for the Commencement ceremony, or the OSU Office of Special Events will print a corrected diploma for you.

## **Honors Advising**

Honors advising provided by the College of Engineering is key to your success in this program. The College Honors Advisors and the Departmental Advisors in your degree program are available to assist you in determining the choice of Honors courses that will lead to a challenging and meaningful academic experience. Advising expertise includes special areas such as combining pre-med or pre-law courses and entrance examinations with engineering curricula, combining major and minor area programs, and combining multiple bachelor degree programs—e.g., a bachelor’s degree in an engineering field with a bachelor’s degree in mathematics or business administration. The College Honors Advisor will coordinate your curriculum with the Departmental Advisors within the College of Engineering and in other colleges as applicable.

- Honors Information: <https://advising.engineering.osu.edu/current-students/honors-engineering>
- [Schedule an appointment with an Honors Advisor: https://advising.engineering.osu.edu/current-students/engineering-academic-advisors](https://advising.engineering.osu.edu/current-students/engineering-academic-advisors)

## **Honors Eligibility**

The eligibility requirements for maintaining Honors status and applying for the Honors Contract program are as follows:

All Honors students in the College of Engineering are eligible to apply for the program:

- Students can either be admitted as Honors students or earn Honors status by completing 12 credit hours of college coursework at OSU and earning a 3.4 CPHR or higher.
- Students who lose Honors status based on grades may regain it by raising their CPHR to 3.4 or higher.
- Students who lose Honors status for not completing the Honors Contract deadlines/requirements should contact the Honors Advisors to discuss if regaining status is possible.
- To activate or reactivate Honors status, visit the following website: <https://advising.engineering.osu.edu/current-students/joining-honors-program> and follow the directions found at the link.

## Required Benchmarks

Year 1	<ul style="list-style-type: none"><li>• Complete the Staying in Honors Quiz (on the Engineering Advising website)</li><li>• Submit Contract in Honors Contract Portal</li><li>• Schedule A: complete 6 credit hours (6 points)</li><li>• Earn a 3.4 CPHR or higher at the end of spring semester</li></ul>
Year 2	<ul style="list-style-type: none"><li>• Schedule A: complete 3 additional credit hours (9 points total)</li><li>• Schedule C: complete 2 points of Volunteer Service (20 hours)</li><li>• Earn a 3.4 CPHR or higher at the end of spring semester</li></ul>
Year 3	<ul style="list-style-type: none"><li>• Schedule A: complete 3 additional credit hours (12 points total)</li><li>• Schedule C: complete 2 additional points of Volunteer Service (20 hours)</li><li>• Earn a 3.4 CPHR or higher at the end of spring semester</li></ul>
Year 4	<ul style="list-style-type: none"><li>• Complete all requirements of the Honors Contract by 2<sup>nd</sup> Friday of graduating semester:<ul style="list-style-type: none"><li>○ Schedule A: 18 points</li><li>○ Schedule B: 15 points</li><li>○ Schedule C: 12 points<ul style="list-style-type: none"><li>▪ Minimum 6 points Leadership and 6 points Volunteer Service</li></ul></li><li>○ 5 points float between Schedules B and C to reach 50 points total</li></ul></li><li>• Submit final verifications for contract experiences no later than the 2<sup>nd</sup> Friday of your graduating semester</li><li>• Earn a final CPHR of 3.4 or higher</li></ul>

### **Schedule A: Honors & Graduate Coursework – Academic Enrichment (18 points min.)**

All Honors Courses (Ex. Psych 1100H, maximum 6 hours of Embedded Honors courses)	1 point/hour
FEH Courses (PHYSICS 1260 and 1261)	1 point/hour
All 6000+ graduate courses	1 point/hour
Only 4000+ courses which do not satisfy major degree requirements*	1 point/hour

\* Degree requirements includes major classes, technical electives, and general education courses or double major or minor requirements (if counting towards Schedule B).

#### **Additional Criteria:**

- Honors students are encouraged to take a significant portion of their General Education and College Core coursework at the Honors or upper division level, in order to capitalize on the enriched learning experiences incorporated into the design of these courses.
- All courses must be graded A-E to meet Schedule A requirements.
- If an Honors Thesis is counting in Schedule B, students cannot also count Honors research courses (4999H, 4998H, etc.) on Schedule A. If not counting thesis in Schedule B, students can count up to 6 hours of 499X in Schedule A.
- Upper division courses (4000-level or above) not being applied to degree requirements (degree requirements includes major classes, technical electives, and general education courses)
- Upper division courses (4000-level or above) not being applied to degree requirements and ONLY counting only for a minor or second major:
  - Unlimited counting in Schedule A if the minor/major IS NOT being used in Schedule B
  - 6-credit hour maximum in Schedule A if the minor/major IS being used in Schedule B
- English 1167H cannot be counted in Schedule A.
- BSMS courses can be used towards Schedule A only if the courses are counting towards the Master's degree and not the Bachelor's degree. If the courses are counting towards both, then this would mean that the courses do not meet the requirement that upper level courses be applied to degree requirements. (Degree here is referring to Bachelor's degree because this is an undergraduate program.) Students are not permitted to count pursuing a BSMS as a whole towards the contract because students earn an undergraduate degree before completing their graduate degree.
- If credit from another university transfers to Ohio State as an Honors course, it can count on the Honors Contract.
- Honors Survey courses cannot count on the Honors Contract.
- If an Honors course from another university transfer to Ohio State as a non-Honors course (but was completed as an Honors course at the original university), it will count on the Honors Contract (maximum of 9 points).

**Schedule B: Investigational Studies – Global Enrichment & Original Inquiry (15 points min.)**

<b>Research-Focused Experiences</b>	
Honors Research Distinction	20 points
Publication of research <ul style="list-style-type: none"><li>• Paper in a refereed journal</li><li>• Publication in refereed conference proceedings<ul style="list-style-type: none"><li>○ Advisor statement of student's contribution required</li></ul></li></ul>	15 points
Paid Undergraduate Research Assistant (URA) position <ul style="list-style-type: none"><li>• Minimum 300 hours</li></ul>	5 points (10 point max)
Presentation of research at major conference <ul style="list-style-type: none"><li>• Likely to be regional, national, or international conference<ul style="list-style-type: none"><li>○ Advisor statement required</li></ul></li></ul>	10 points
Presentation of research at undergraduate research forum	5 points (10 point max)
Research Experience for Undergraduates (REU)	5 points
Ohio State Summer Research Program	5 points
Completion of 4998 credit hours	1 point/hour

<b>Global Enrichment Experiences</b>	
Global Option	15 points
Semester-long education abroad <ul style="list-style-type: none"><li>• Includes enrollment in Ohio State Education Abroad course</li><li>• Minimum 8 weeks of an international experience</li></ul>	15 points
Service-Learning Abroad <ul style="list-style-type: none"><li>• Includes enrollment in an Ohio State Service Learning Abroad Course or OIA-approved official OSU non-credit bearing experience</li><li>• Minimum 7 days of an international experience</li></ul>	5 points (Additional 5 points in Schedule C - Service)
Short-Term Education Abroad <ul style="list-style-type: none"><li>• Includes enrollment in an Ohio State Education Abroad Course</li><li>• Minimum 7 days of an international experience</li></ul>	5 points (10 max)

<b>Career Experiences</b>	
Internships – research and non-research	5 points (10 point max)
Professional training and certifications by petition	10 point max

<b>Other Experiences</b>	
Participation as a Varsity Athlete	10 points/year (20 point max)

Academic Experiences	
2 <sup>nd</sup> Major	20 points
Professional Pilot Certification (PPC) • Completion of PPC program – Aviation students only	15 points
Minor • Leadership Studies minor can split points in any way between Schedules B and C (all 10 points in Schedule B, all 10 points in Schedule C, or 5 points in Schedules B and 5 points in Schedule C)	10 points
Completion of certificate program	10 points
• Roughly 15 credit hours of coursework • Fisher's Dean's Leadership Academy can split points in any way between Schedules B and C (all 10 points in Schedule B, all 10 points in Schedule C, or 5 points in Schedules B and 5 points in Schedule C) - add	
Second-Year Transformational Experience Program (STEP) • Completion of year-long program • Can count signature project separately, if it aligns with Honors Contract	10 pts

**Additional Criteria:**

- Honors Thesis cannot be counted in Schedule B if student claims Honors research coursework in Schedule A. Information on Undergraduate Research/Honors Thesis programs can be found at: <http://engineering.osu.edu/undergraduate/research/distinction>
- Second major/minor; the second major/minor must be finished at the time of completion of the Engineering degree.
- Upper division courses (4000-level or above) not being applied to degree requirements and ONLY counting only for a minor or second major:
  - Unlimited counting in Schedule A if the minor/major IS NOT being used in Schedule B
  - 6-credit hour maximum in Schedule A if the minor/major IS being used in Schedule B
- Information on the Global Studies Option in Engineering (GO ENGR) can be found at: <http://engineering.osu.edu/students/undergraduate-students/global-option-engineering>.  
**Reminder: if an education abroad experience is being counted towards the GO ENGR program, it cannot be used to meet other Schedule A, B, or C requirements.**
- Information on Education Abroad programs at OSU can be found at: <https://oia.osu.edu/education-abroad.html>. Coursework associated with an education abroad experience cannot be used towards Schedule A requirements if the experience is being claimed in Schedule B.
- Buck-I-Serv trips meet volunteer service requirements rather than education abroad requirements.
- For peer-reviewed journals and publications: student can be anywhere on author list. Will count on Honors Contract if already accepted, or if submitted and under review.
- For undergraduate research journals: student must be first author. Will only count on Honors Contract if already accepted
- For internships or co-ops; students must have their supervisor verify completion.
- Internships/Co-ops must be full-time experiences in order to meet requirements and be held for six weeks or more.
- Completion of 4998 research hours cannot be double counted in Schedule A and/or a thesis.
- Information on the Second-Year Transformational Experience Program (STEP) can be found at: <https://step.osu.edu/>. Verification of meeting attendance, approved proposal, and project completion from faculty advisor will be required.

### **Schedule C: Leadership & Service (12 points min.)**

#### **Leadership Development (6 points required min.)**

Leadership role in Engineering Project Team <ul style="list-style-type: none"><li>• 1 year in position</li></ul>	6 points
Officer position in Ohio State student organization <ul style="list-style-type: none"><li>• 1 year in position</li></ul>	6 points
Member of Department, College, University Committee <ul style="list-style-type: none"><li>• 1 year in position</li></ul>	6 points
STEP Ambassador <ul style="list-style-type: none"><li>• 1 year in position</li></ul>	6 points
Leadership course <ul style="list-style-type: none"><li>• 2-3 credit hours</li><li>• A leadership course taken as part of a minor which is counting in Schedule B cannot also count here</li><li>• Full completion of the Leadership Studies minor is worth 10 points, and can be split any way between Schedules B and C (see Schedule B as well)</li></ul>	6 points
Participation in IISE Leadership Summit by petition <ul style="list-style-type: none"><li>• Requires personal statement of how the event contributed to the student's leadership development</li></ul>	2 points
Completion of ROTC Program	11 points

#### **Service Engagement (6 points required min.)**

Volunteer/service <ul style="list-style-type: none"><li>• Does not need to be affiliated with Ohio State</li><li>• Requires engagement with academic, professional, animal service, environmental, spiritual, or humanitarian service of others through an organization or agency</li></ul>	1 point/10 hours of service
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#### **Additional Criteria:**

- For an experience to meet Schedule C requirements, students cannot be compensated in any way for their time, including monetarily or through course credit.
- Leadership positions must be held for an entire academic year. If an experience is only held for one semester, it will not meet requirements. Half points are not permitted.
- Leadership on an engineering project team associated with a course requirement (i.e. FEH robot) or Teaching Assistant (TA) position cannot be used towards Schedule C requirements.
- Leadership must be verified by the organization's faculty or staff advisor. Peer verifications from a student officer are not accepted.
- In order for a leadership position on a College of Engineering project team or officer role in a student organization/university honorary society to count towards the contract, it must be active and listed on one of the directories below:
  - Engineering Student Project Teams: <https://engineering.osu.edu/studentorgs>
  - OSU Student Organizations: [http://ohiounion.osu.edu/get\\_involved/student\\_organizations/directory/](http://ohiounion.osu.edu/get_involved/student_organizations/directory/)
  - Volunteer Opportunities: <http://payitforward.osu.edu/>



- For verification purposes, volunteer service must be performed through an established organization (i.e. United Way, Engineers Without Borders, etc.).
- Buck-I-Serv trips meet volunteer service requirements. They do not meet education abroad requirements. Students are only permitted to count the hours spent volunteering on the trip and not the miscellaneous hours (i.e. traveling, eating, free time, sleeping, etc.). Depending on the trip, most students serve 30-40 hours.

*List of pre-approved leadership courses for Schedule C:*

- AEDECON 3160 - Human Resources Management in Small Businesses
- ARTEDUC 5671 - Organizational Leadership in the Nonprofit Arts
- ARTEDUC 5682 - Nonprofit Arts Institution Governance and Board Leadership
- BUSMHR 2210 - Personal Leadership and Team Effectiveness
- BUSMHR 3100 - Foundations of Management and Human Resources
- BUSMHR 3211 - Leadership and Character
- BUSMHR 3220 - Leadership Legacy
- BUSMHR 3500 - High Stakes Leadership
- BUSMHR 4020 - Cross Cultural Management
- BUSMHR 4235 - Developing Leaders through Practical Exercises
- BUSMHR/ESHESA 3221 - Innovation and Leadership
- BUSTEC 2244T - Human Resource Management and Leadership
- COMLDR 3530(E) - Foundations of Personal and Professional Leadership
- COMLDR 3535 - Toward Cultural Proficiency
- COMLDR 4430 - Leadership in Teams and Community Organizations
- COMLDR 4480 - Leadership Capstone
- COMLDR 5000 - Leadership for Community Change
- COMLDR 5430 - Professional Leadership Ethics
- COMM 3325 - Introduction to Organizational Communication
- COMM 3668 - Intercultural Communication
- COMM 4635 - Small Group Communication
- ECON 3048 - Ethics and Social Responsibility in Economic Life
- ENGR 5680 - Leading in Engineering Organizations
- ESHESA 2572 - Intro to Leadership Development in Learning Organization
- ESHESA 2570 - Team and Organizational Leadership
- ESHESA 2571 - Leadership in Community Service
- ESHESA 2575 - Student Organization Leadership Training
- ESHESA 2577 - Leadership and Inter-Group Dialogue
- ESHESA 2578 - Leadership for Residence Managers
- ESHESA 3573 - Theories of Leadership in Learning Organizations
- ESHESA 4239 - Leadership for Social Change
- INTSTDS 4806 - Intelligence for Diplomacy: Assessing Leadership Style
- KNSISM 5630 - Recreational Sport Leadership
- KNSISM 4245 - Leadership and Programming in Sports Industry

- MILSCI 2001 - Individual Leadership I (Leadership and Decision Making)
- MILSCI 2002 - Individual Leadership II (Army Doctrine and Team Development)
- PHILOS 3300 - Moral Philosophy
- POLITSC 3912 - Political Leadership
- PSYCH 3375 - Stereotyping and Prejudice
- PSYCH 4522 - Organizational Psychology
- PUBAFRS 2120 - Public Service and Civic Engagement
- PUBAFRS 2130 - Leadership in the Public and Nonprofit Sectors
- RURLSOC 4500 - Leadership and Community Development
- SOCIOL 2391 - Social Organization of Communities
- WGSST 3385 - Women in Political Leadership Internship
- WGSST 4403 - Gender and Leadership

### **Honors Contract Exception Petition**

In order to list an “Other, as approved by the College of Engineering Undergraduate Honors Committee” experience on your honors contract, you must have the experience pre-approved via a petition, so prior planning must be enacted in order to meet deadlines to maintain honors status. Experiences to complete the honors contract are planned in the first and second years of a student's undergraduate career, so students are not permitted to submit a petition during their final semester of enrollment.

### **Exception Petition Review Process**

1. Petitions are reviewed by the Undergraduate Honors Committee (UHC) for the College of Engineering during a UHC meeting. The UHC is composed of faculty representatives from each department in the College of Engineering. UHC meetings are held three times a semester during autumn and spring semesters. Meeting dates vary each semester based on the availability of committee members. For this reason, it is suggested that petitions be submitted by the first Friday of the semester. Petitions submitted after the last meeting has occurred run the risk of waiting for a response during the following semester.
2. The UHC discusses the petition and makes a decision: approve, deny, or further information needed.
3. The Honors Contract advisor will notify the student as to the outcome of the petition via email.
4. The UHC has the final say in the outcome of a petition. No further appeals will be permitted.

### **How do I submit an Honors Contract Petition?**

Petitions must be submitted in the Honors Contract Portal. Prior to submitting the petition, please be sure to include all information about the experience that is applicable for the Honors Committee to have a better idea of the scope, contribution, length of time and comparability to other experiences on the Honors Contract.