University Honors Scholars Program

Digital copies of all application materials must be submitted to Jason Goode at the University Honors Program through AcademicWorks by Friday, March 29, 2019 at 12:00 p.m.

**Please carefully read the program guidelines (including eligibility) before applying.**

**Instructions:** A completed application consists of a separate word processed document that encompasses the information requested in Part I and the two written statements requested in Part II.

Part I information must be presented in the same order and format as it appears on this application form.

Part II responses must be word processed and double-spaced. Both Part I and Part II must use Times New Roman 12 pt. font and be properly labeled.

A faculty statement of support must be submitted. Further details are provided in Part III.

The signature page in Part IV must be printed and signed by the student in ink.

All students must also sign an official release form.

The final and complete collection of documents should be stapled in the upper left hand corner.

Upon submission of your application, it will be checked to ensure you have included all of the required components. Late or incomplete submissions will not be accepted or considered.

The Honors Committee, comprised of faculty, students, and staff, will evaluate all applications for quality and rank applicants. The committee will select the scholars based on the criteria in the application packet/manual, the quality of the submission, attainability, and if the project is contributing something to their field of study. Recipients will be notified electronically and must schedule an appointment with the Associate Director of Scholarships, Programming and Assessment to discuss the logistics of the Honors Scholars Program.

Questions regarding this application may be directed to Jason Goode, Associate Director of Scholarships, Programming and Assessment, at 815-753-9509 or jason@niu.edu.
University Honors Scholars Program

Application Form

PART I: GENERAL INFORMATION

Date of Application:

Full Name:

Z-ID#:

Major(s):

Minor(s) if applicable:

Local Mailing Address:

Permanent Mailing Address:

Preferred Telephone Number:

E-mail Address:

Current Number of Earned Credit Hours:

Current NIU GPA (out of 4.00):

Note: If the applicant has transfer credits, the entire academic record will be considered.

Expected Number of Earned Credit Hours by June 1st:

Start Date at Northern Illinois University (Semester/Year):

Anticipated Graduation Date (Semester/Year):

Full Name of Faculty Mentor:

Faculty Mentor’s Department:

Faculty Mentor’s Campus Phone:

Faculty Mentor’s E-mail Address:
PART II: WRITTEN STATEMENTS

Please provide two written statements, budget, funding sources, and a timeline. This information will be helpful to the University Honors Committee in making an informed decision. As in Part I, these responses should be word processed and double-spaced using Times New Roman 12 pt. font.

1. **Cover Letter.** Please devote no more than 600 words to detailing your general qualifications for this award. You may wish to explain the nature and extent of your academic and extracurricular activities beyond the classroom, highlight honors or special academic recognitions you have received, discuss future education and professional plans, or provide other relevant information.

2. **Project Description.** Please devote 600 - 1200 words to discussing your anticipated research and artistry experience over the summer. Proposals for research projects should include a literature review and a methodology, when appropriate. Also include a discussion of how this project, if funded, will enhance your Honors education. This description should be written for an interdisciplinary academic committee, and thus you must ensure that you fully and clearly explain the topic, procedures, and significance thoroughly and in a way that all committee members (from multiple fields, many of which are not even in your college) would understand. Your response should address personal strengths and any previous experiences that will aid you as a University Honors Scholar. In addition, this statement should address how you will accommodate the nine-week, average 35-hours per week, time commitment of the University Honors Scholars Program. If the Honors Scholars project is tied to faculty research, the proposal or letter must delineate what resources are contributed by the faculty member and how the student’s research or artistry is separate from that of the faculty member. Lastly, explain the focus, goals, and activities of your University Honors Scholars experience and how your summer work will lay the foundation for an outstanding University Honors Capstone in the academic year.

3. **Timeline.** Include a schedule, with important target dates, and steps leading to the completion of the project (include dates that span beyond the summer).

4. **IRB.** Proposals that involve human subjects, animal research, or are subject to bio-safety review must provide evidence that the appropriate approvals from NIU’s Office of Research Compliance, Integrity and Safety are being pursued. (For relevant information, see [http://niu.edu/divresearch/compliance/human/irb/index.shtml](http://niu.edu/divresearch/compliance/human/irb/index.shtml)).
PART III: FACULTY STATEMENT OF SUPPORT
Please secure one detailed letter of support from the faculty member who will serve as your mentor for the University Honors Scholars Program and your future Honors Capstone advisor during the academic year. Be sure to share the program guidelines and expectations document with the faculty member.

The signed faculty letter of support should speak to the following issues.

(1) Confirmation that the faculty member has reviewed the program guidelines and expectations document and agrees to work with and support the student as described.

(2) An evaluation of the student’s academic progress to date and potential for future educational and professional success.

(3) An evaluation of the student’s proposed focus, goals, and activities for the University Honors Scholars experience with special attention to how the student’s summer work plan (response to Part II, question 2) meets good standards in the discipline and will provide a solid foundation for an outstanding University Honors Capstone during the academic year.

The completed letter may be submitted in one of the following ways: placed in a sealed envelope and returned to the student who will include it with the application; e-mailed directly to Jason Goode at jason@niu.edu; or sent through campus mail to Jason Goode at the University Honors Program, Campus Life Building 110. In the case of e-mail, scanned letters with electronic signatures will be accepted if they are placed on NIU letterhead.
PART IV: STUDENT SIGNATURE PAGE

By signing and submitting this page, I hereby certify that I understand and fully agree to the following statements.

● The information provided in this application is to the best of my knowledge, true, and correct. I have not knowingly withheld or created any information that could otherwise jeopardize consideration of my application.

● I have read, understand, and agree to the terms and conditions of the University Honors Scholars Program as outlined in the Honors Scholars program guide.

● I have shared the program guidelines document with my faculty mentor.

● I understand that excerpts from my application materials may be used in various publications regarding the University Honors Program and Northern Illinois University.

● I understand the selection committee composed of faculty members and administrators on the University Honors Committee will have access to and review my academic transcript.

● I understand that parts of my academic record may be discussed with my mentor and/or with other offices/educational officials on campus.

● I understand that my academic, judicial, financial, and any other pertinent records will be verified by the appropriate school and university offices.

● I understand that the University Honors Scholars Program is a serious, high-visibility commitment and honor, and I agree to take part in any and all related activities (unless prohibited by a class), photographs, publications, and so forth.

● I agree to have my name, photograph, project title, and project blogs appear on the websites, social media, and all other forms of media used by the University Honors Program and Northern Illinois University. I also agree to have such information included in printed university materials.

● I agree to give a presentation(s) and/or video recording of my project with the understanding that such material may be posted on university websites or used in university video or printed materials. I also agree to the terms of the educational release form that is attached to this application and accessible online through the NIU Media Services website via the link provided in the electronic version of the application (http://niu.edu/marcomm/_pdf/talent-release-form.pdf).

____________________________________________________
Student’s Original Signature

____________________________________________________
Date of Signature
RELEASE FORM

Production Title: __________________________________________________________

I _____________________________________, the undersigned, authorize the staff of Northern Illinois University (NIU), NIU Creative Services and affiliate departments and organizations to record, film and videotape my voice and image and to photograph my person.

I further authorize Northern Illinois University to use, televise, and publish (in print or on the Internet) such voice and image recordings and photographs for any purpose which Northern Illinois University deems suitable and which is consistent with the educational purpose of Northern Illinois University. I agree that no representations have been made regarding the purpose or use of my voice or image except for those set forth in this release.

In consideration of participating in the media production described herein, I do for myself, my heirs, executor, administrators, legal representatives and assigns release and forever discharge the Board of Trustees, NIU, NIU Creative Services, and their officers, agents, and employees and all other persons connected with the named production from any and every claim, demand, action, in law or equity that may arise as a result of my participation in the production named in this release.

I further state that I have carefully read the terms of this release. I understand that I am signing a complete release and bar to any claim resulting from my participation in the production named in this release.

______________________________  ______________________________
Signature of Participant       Witness

______________________________
Date

Signature of authorized person when participant is a minor or otherwise unable to sign in his or her own behalf

Educational Form
University Honors Program
Honors Scholars Evaluation

Candidate Name: ___________________________________
Evaluator Name: ___________________________________

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Poor / NA</th>
<th>Below average</th>
<th>Average</th>
<th>Above Average</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cover letter – acquired skills / abilities and previous experiences that have prepared student to be successful</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Project description – logical development of project through the use of scholarly sources</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Project description – goals, expected outcomes, and significance of experience</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Timeline – personal capacity to complete project as proposed</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Letter(s) of support providing specific detail in relation to Honors Scholars proposal</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Potential to be an outstanding representative of the Honors Program</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

TOTAL = _____ / 30