

Responsibilities of the Honors Faculty Adviser

The Honors Faculty Adviser is in close personal contact with the Honors Candidate and coursework at all stages. Regularly scheduled weekly conferences are recommended. The Honors Faculty Adviser helps the student to narrow or broaden the Honors Project; suggests bibliography and methods with which the student cannot be expected to be familiar; accustoms the student to making critical judgments and to discussing the work at hand orally and in writing, especially if it lies in essentially non-verbal areas. Ideally the Honors Faculty Adviser and the Honors Candidate actively attempt to cultivate a 'partnership' and realize they have a common concern in doing a job that will stand up to the scrutiny of an Outside Examiner. In the past, the shared work has sometimes led to collaboration on articles published in scholarly journals.

The Honors Faculty Adviser must be knowledgeable of the requirements of the Honors Program and must seek approval from the Honors Program Committee for any exceptions anticipated with regard to a specific Honors Project. General responsibilities of the Honors Faculty Adviser include:

- Approve enrollment in 495 (or 450)
- Advise the Honors Candidate in determining the nature of the Honors Project with respect to the project documentation (e.g. paper, video performance, etc.)
- Select members of the Individual Honors Examination Committee during the 1st semester.
- Select and confirm Outside Examiner.
- Submit the **Honors Information Form** to the Honors Secretary
- Formulate and administer the Written Honors Examination in consultation with the Field Examiner. The Written Honors Examination must be completed by the last day of exams in the 1st semester of Honors.
- Schedule the Oral Examination in person or online platform (date, time, place)
- Arrange the Outside Examiner's visit (date, time, place, travel or online platform)
- Organize a celebratory lunch or dinner upon completion of the Oral Honors Examination.
- Arrange for the attendance of the Outside Examiner and the Individual Honors Examination Committee at an Honors art exhibit or performance, when applicable.
- Arrange a guest lecture or class visit by the Outside Examiner, when applicable.