February 20, 2015

MEMORANDUM

TO: Jane Clark
Dean, School of Public Health

FROM: Elizabeth Beise
Associate Provost for Academic Planning and Programs

SUBJECT: Proposal to Modify the Bachelor of Science in Community Health – Establish Honors Program (PCC log no. 14031)

The proposal to modify the Bachelor of Science in Community Health by establishing an honors program has been administratively approved. A copy of the approved proposal is attached.

The change is effective immediately. Please ensure that this change is fully described in the Undergraduate Catalog and in all relevant descriptive materials, and that all advisors are informed.

MDC/
Enclosure

cc: Gregory Miller, Chair, Senate PCC Committee
Barbara Gill, Office of Student Financial Aid
Reka Montfort, University Senate
Erin Taylor, Division of Information Technology
Pam Phillips, Institutional Research, Planning & Assessment
Anne Turkos, University Archives
Linda Yokoi, Office of the Registrar
Cynthia Stevens, Office of Undergraduate Studies
Coke Farmer, School of Public Health
Barbara Anne Curbow, Behavioral and Community Health
Traci Dula, Honors College
THE UNIVERSITY OF MARYLAND, COLLEGE PARK
PROGRAM/CURRICULUM/UNIT PROPOSAL

• Please email the rest of the proposal as an MSWord attachment to pcc-submissions@umd.edu.

• Please submit the signed form to the Office of the Associate Provost for Academic Planning and Programs, 1119 Main Administration Building, Campus.

College/School: 01203300
Please also add College/School Unit Code-First 8 digits:
Unit Codes can be found at: https://hypprod.umd.edu/htmlReports/units.htm

Department/Program: 1330301
Please also add Department/Program Unit Code-Last 7 digits:

Type of Action (choose one):
☐ Curriculum change (including informal specializations)
☐ Curriculum change for an LEP Program
☐ Renaming of program or formal Area of Concentration
☐ Addition/deletion of formal Area of Concentration
☐ Suspend/delete program
☐ New academic degree/award program
☐ New Professional Studies award iteration
☐ New Minor
☐ Request to create an online version of an existing program
☐ Other – Add Honors Program

Italics indicate that the proposed program action must be presented to the full University Senate for consideration.

Summary of Proposed Action:

To create an undergraduate honors program in the Department of Behavioral and Community Health. This program will have an introductory seminar (3 credits, see attached syllabus), 6 credits of thesis work, and 12 additional credits of honors coursework through H-sections, graduate classes, and/or HONR courses. We expect to take approximately 10 students per year. Students will meet or exceed University guidelines to be admitted to the program and graduate with honors. The program will have an Honors Director within the Department, as well as a standing Honors Committee of faculty to oversee the program. More details on the program are attached.

Departmental/Unit Contact Person for Proposal: Kerry M. Green, PhD (Greenkm@umd.edu)

APPROVAL SIGNATURES - Please print name, sign, and date. Use additional lines for multi-unit programs.

1. Department Committee Chair
   [Signature] 4/23/14

2. Department Chair
   [Signature] 4/23/14

3. College/School PCC Chair
   [Signature] 11/17/14

4. Dean
   [Signature] 11/19/14

5. Dean of the Graduate School (if required)

6. Chair, Senate PCC
   [Signature] 11/1/15

7. University Senate Chair (if required)
   [Signature] 2/10/15

8. Senior Vice President and Provost
   [Signature]
Department of Behavioral & Community Health Honors Program Overview

Overview:
The Department of Behavioral and Community Health Program provides an opportunity for its undergraduate majors to engage in challenging educational experiences related to the social and behavioral aspects of public health. Rising juniors with strong academic records and significant interest in intellectual pursuits are invited to apply for this opportunity to partake in independent, mentored, scholarly work.

Goal:
To provide undergraduate majors with strong academic record an opportunity to advance their understanding of behavioral and community health through seminars, mentored learning experiences, and thesis/individualized project work.

Honors Program Objectives:
- Identify and provide recognition for our most promising undergraduate majors.
- Provide students with an opportunity to work 1 on 1 with a faculty advisor on a mutually interesting project.
- Offer students a challenging and intellectually stimulating environment to develop their understanding of behavioral and community health.

Requirements to Apply:
- GPA of 3.5 or higher overall
- Behavioral and Community Health major
- Have successfully completed at least 3 HLTH classes (9 credits with a 3.5 GPA or higher, including HLTH200)
- Have completed 45 total credits before applying to the program. Students should be of “junior standing” their first semester in the program (60 credits).

Admission/Eligibility: The program is open to juniors and seniors, and accepts new applicants of junior standing every fall and spring semester. Applications are due the end of the semester prior to start in the program (e.g., May 1 of sophomore year). Students are ideally at the end of their sophomore year when they apply. Students must have a minimum cumulative GPA of 3.5 and must have a 3.5 in courses taken within the BCH department (including 9 credits from HLTH classes). Students have to provide a copy of their unofficial transcript along with a formal letter of application.

- The Honors program will accommodate 10 juniors and 10 seniors. Any seniors in the program must have been accepted as juniors.
  - We plan to start with a smaller cohort the first year (e.g., 5 juniors)
- A small Honors Program Committee meets to review the applications. The initial committee includes Kerry Green, Jenny Hodgson, and one additional faculty member as designated by the chair.
Application Procedure:
Letter of Application and transcript to be reviewed by a subcommittee of the UGPC each fall (December 1) and spring (May 1). Letter should address:

- Why you want to be in the Honors Program (in what ways you see it adding to your educational and personal development)
- The area of behavioral and community health in which you would be interested in developing a focus for your Honors thesis
- Your career goals and how participating in the honors program will assist in achieving these goals
- What, apart from your academics, you have done that makes you an outstanding candidate.

Program Requirements Over 3 Semesters:

- 3 credit Honors seminar (1st semester in the Honors program) – New Class, HLTH 4XX
- 6 credits of project/thesis work (2nd and 3rd semester in the Honors program)
- 12 Credits of Honors coursework from the following:
  - 3-6 credits in 300-level or above University or College Honors courses,
  - 3-6 credits of graduate courses (600-level or above – requires instructor permission, as well as approval by the Dean’s Office)
  - Up to 12 credits in “H” sections of regular HLTH courses. Honors students register for this special section, but it is offered at the same day/time as the regular section. Students are expected to complete an additional ungraded component for the class.
    - The assignment depends on the faculty person facilitating the class—it can be a presentation, paper, a special project, a website, a Facebook page, etc.
  - Required Sequence:
    - Semester 1: Honors Seminar (3 credits)
    - Semester 2: Honors Thesis/Project (3 credits)
    - Semester 3: Honors Thesis/Project (3 credits)
    - [Semester 4: Internship]

Thesis/Non-Thesis Requirements:

- Students work with a faculty mentor of their choosing (faculty members must agree) to complete a research-oriented thesis or an honors level non-thesis project. This may be original work or one that is derived from the ongoing work of the faculty mentor’s lab or research group.
- The student develops a written proposal and begins work on the thesis/ non-thesis project during their second semester in the Honors program.
- The student completes, defends, and presents their thesis/ non-thesis project their third/final semester in the Honors program.
- To graduate with “honors,” students must successfully defend their thesis/ non-thesis project and graduate with an overall GPA of 3.5 or higher, as well as a GPA in HLTH of 3.5 or higher.

Thesis Committee/Defense: During the thesis proposal and thesis defense, students are expected to work with a BCH faculty advisor. They are expected to identify a faculty advisor who will direct and oversee the thesis work. The thesis may be an original project or one that derives from ongoing work in the faculty mentor’s lab or research group. It need not be a research-oriented thesis. The thesis committee consists of the faculty advisor and another SPH faculty member. The student presents and
defends his/her thesis to the thesis committee and other honors students. Ideally, multiple students would present their theses on the same day. The thesis committee judges the acceptability of the written document and the oral presentation.

Faculty Responsibilities:
- Attend thesis/ non-thesis project defenses. Ideally many would be scheduled during one time period, such as during Brown Bag seminars.
- Oversee the work done as part of the “H” section of a HLTH course.
- Serve as the advisor for a thesis/ non-thesis project.
- Review applications twice a year if part of the Honors subcommittee of the UGPC.

Continuation of the Program/Graduation: Students must maintain a cumulative GPA of 3.5 or above to remain in the Honors Program. If the student’s GPA falls below a 3.5, they have one semester to meet the 3.5 standard or be dropped from the program. BCH Honors Program graduates graduate with Honors.

Benefits:
- Attract strong students to our major
- Serve as a potential feeder for our graduate programs
- Greatly enhance the educational experiences of our undergraduates
- Reward strong undergraduates with this honor
- Honors sections of existing courses provide faculty with teaching assistance
- Increase attendance at BCH and SPH sponsored seminars as Honors students will be required to attend a certain number

Workload:
- Honors Program Director: The Honors Program Director is responsible for teaching the Honors seminar each semester and overseeing the admission into the program. The Honors Program Director may also oversee the Honors thesis/ non-thesis project course and could serve on all thesis committees.
- Faculty: Faculty are expected to work with students on their Honors thesis. Students are responsible for approaching faculty to work with them. Also, ideally all faculty should be present at the thesis presentations. A subcommittee of the UGPC will need to review applications.
- Courses: VPACC approval is not required to add an “H” section of an existing course. However, VPACC approval would be required for our department to add the Honors seminar and thesis courses to our program.

This proposal has been evaluated and endorsed by the university Honors College (see attached email confirmation)
Department of Behavioral and Community Health Undergraduate Honors Program Application

Instructions: Complete the information below and include it as the cover page in a single pdf file that includes (1) unofficial transcript, (2) letter of application, (3) academic plan, and (4) resume (optional). The letter should be directed to the Honors Program Selection Committee and should not exceed 3 pages. The following information should be addressed in the letter:

1. Why you would like to participate in the Honors Program, including how program participation will enhance your educational and personal development
2. The area of Behavioral and Community Health in which you are interested in furthering your knowledge and skills through an honors project/thesis
3. Your future career goals and how participation in the Honors Program will help you achieve these goals
4. Any public health activities in which you have participated outside the classroom

Qualifications:

- Behavioral and Community Health major
- GPA of 3.5 or higher overall
- Have successfully completed at least 3 HLTH classes (9 credits with a GPA of 3.5 or higher in HLTH classes. Must have taken HLTH200 by the start of the program.)
- Have completed 45 total credits before applying to the program. Students should be of "junior standing" their first semester in the program (60 credits)
- Must have 3 semesters left of coursework before the BCH internship

Name: ____________________________________________________________

Today's Date: _________________________

Major: __________________________________________________________

Anticipated Graduation Date: _______________________

Number of HLTH credits completed (must be 9 to apply): ______________

HLTH courses taken:

HLTH GPA (must equal or exceed 3.5): ______________

Number of total credits completed: ______________

Overall GPA (must equal or exceed 3.5): ______________

Send via email to Dr. Kerry M. Green, Behavioral and Community Health Undergraduate Honors Program Director (greenkm@umd.edu). You will receive a confirmation of the receipt of your application. If you do not receive a confirmation in 48 hours, please contact Dr. Green at 301-405-2524.
Thank you so much, Traci. I will make that change and touch base with Robin Sawyer about next steps.

Hi, Dr. Green. Your proposal is very well written and addresses all components for establishing a departmental honors program. You have our support and moving forward to the PCC. The only change that you would need to make would be to use the words "non-thesis" instead of "project" option.

For a departmental honors, students have either the non-thesis or thesis options. I believe that by project, you are referring to a non-thesis that results in an end product other than a research paper rather than the thesis which would comprise a written report based upon a student's independent research and findings.

Best,
Traci

On 9/2/2014 1:10 PM, Robin Sawyer wrote:

Hi Bill:

Thanks so much for the positive feedback, it's greatly appreciated.

Tracy - I'm attaching a program proposal in addition to a seminar syllabus. We'd be really grateful for your feedback, which should be forwarded to Dr. Kerry Green (greenkm@UMD.EDU) who developed the proposal and will be the program director.

Thanks in advance,

Robin.

Robin Sawyer, PhD
Associate Professor & Associate Chair
Department of Behavioral & Community Health
School of Public Health
University of Maryland
College Park, MD 20742
Ph (301) 405-2517

On 9/2/14 10:57 AM, Bill Dorland wrote:

Good morning, Robin!