

The ACES Honors Handbook: 2016-2017 Edition



ACES Academic Programs

*"The hope of Democracy depends on the diffusion of
knowledge and wisdom."*

Dr. Edmund J. James (1855-1925), 4th President of the University of Illinois (1904-1920)



This motto is inscribed on the bronze medallion (pictured above) that is awarded to successful graduates of the ACES James Scholar Honors Program.

*(Photo Credit: Madelyn Thanasouras, B.S. in Food Science & Human Nutrition,
ACES James Scholar Class of 2015)*

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**CHAPTER 1:
Overview of the ACES James Scholar Honors Program**

§ 1.1: The ACES James Scholar Directory
<http://academics.aces.illinois.edu/honors/james-scholars/directory>

All ACES James Scholars should feel free to contact Dean Lee and Rob Chappell at any time. Questions from students are always welcome, whether they are presented in person, on the telephone, or via email. Please call Rob at 217-244-1684 to arrange an appointment with Dean Lee. Their office hours are 1:00-5:00 PM weekdays (excluding University holidays).

The Departmental Honors Coordinators (DHCs) are experienced members of the ACES faculty who provide specific curricular guidance and information to James Scholars. They can answer questions about the Honors Program's "Milestones of Achievement" (see Chapter 3) and departmental requirements, help scholars outline the content and implementation of the Honors Completion Plan, and brainstorm with scholars about possible research topics and faculty mentors. Each Departmental Honors Coordinator also serves as a member of the Honors Council (see § 1.3).

Person	Academic Unit or Major	Position	Office Location	Phone # (217)	Email Address
Dr. Soo Lee	ACES Academic Programs	Honors Dean	128 Mumford Hall	333-3380	soolee@illinois.edu
Rob Chappell, M.A.	ACES Academic Programs	Assistant to the Honors Dean	128 Mumford Hall	244-1684	rchappel@illinois.edu
Dr. Jonathan Beever	Animal Sciences	Departmental Honors Coordinator	220 ERML	333-4194	jbeever@illinois.edu
Dr. Bryan Endres	Agricultural & Consumer Economics	Departmental Honors Coordinator	322 Mumford Hall	333-1828	bendres@illinois.edu
Dr. Alan Hansen	Agricultural & Biological Engineering	Departmental Honors Coordinator	360S AESB	333-2969	achansen@illinois.edu
Dr. Jennifer Hardesty	Human Development & Family Studies	Departmental Honors Coordinator	243 Bevier Hall	333-0725	hardesty@illinois.edu
Dr. Joe Harper	Technical Systems Management	Departmental Honors Coordinator	360T AESB	333-2738	jgharper@illinois.edu
Dr. Manabu Nakamura	Food Science & Human Nutrition	Departmental Honors Coordinator	463 Bevier Hall	333-1267	mtnakamu@illinois.edu
Dr. Cory Suski	Natural Resources & Environmental Sciences	Departmental Honors Coordinator	W-401C Turner Hall	244-2237	suski@illinois.edu
Dr. Erica Thieman	Agricultural Leadership & Science Education	Departmental Honors Coordinator	139 Bevier Hall	244-3863	thieman@illinois.edu
Dr. Patrick Tranel	Crop Sciences (Including Horticulture)	Departmental Honors Coordinator	320 ERML	333-1531	tranel@illinois.edu

§ 1.2: Benefits and Privileges of ACES James Scholar Status

The ACES James Scholar Honors Program offers many benefits and privileges to enhance the academic experience of its participating students.

- **Priority registration** allows access to high-demand courses and honors sections across the curriculum, starting in November of the freshman year.
- **Individualized faculty advising** is provided for preparing the Honors Completion Plan (HCP) and with developing and implementing the Undergraduate Research Project.
- Each scholar is given the opportunity to **conduct individual research** in their specific area of interest under the direction of a faculty mentor. **Scholarships and grants** are available to assist with tuition and funding expenses for an Undergraduate Research Project.
- All scholars have access to and are encouraged to interact with the Honors Program's **social media outlets**, including Facebook, Instagram, and Twitter pages, along with a news blog, *The ACES Honors Herald*.
- **Extracurricular activities** include symposia, workshops, field trips to sites of local interest, study abroad opportunities, participation on the James Scholar Activities and Communications Team (JS-ACT), and two writing competitions each year.
- Scholars who complete the Honors Program successfully graduate with **James Scholar Distinction** from the College of ACES and receive a certificate of achievement, a commemorative bronze medallion (pictured on the cover of this book), and the **University James Scholar** designation listed on their final transcript.
- The Honors Program constitutes **excellent preparation** for admission to graduate programs and professional schools (e.g., dentistry, law, medicine, optometry, and veterinary medicine).

§ 1.3: The ACES Honors Council

The Honors Council provides leadership for the ongoing development of the ACES James Scholar Honors Program. Established concurrently with the Honors Program's reorganization in 1999, the Honors Council consists of the following individuals.

- Dean Lee chairs the Council, convenes its meetings, and proposes initiatives to enhance programming for all ACES James Scholars.
- Departmental Honors Coordinators – One distinguished faculty member represents each academic major or unit within the College of ACES.
- Rob Chappell serves as an *ex officio* member of the Honors Council, attends its meetings, and keeps its minutes.
- From time to time, Dean Lee may appoint one or more exemplary ACES James Scholars to serve as student representatives on the Honors Council.

The Honors Council oversees the policies and procedures of the ACES James Scholar Honors Program and encompasses other distinct areas of responsibility, including:

- Recruitment of students by bringing the academic resources of the College of ACES to the attention of the most academically promising high school graduates in Illinois and across the nation.
- Providing a variety of academic challenges for successful and motivated students by promoting, coordinating, and facilitating the development of honors-related efforts in the academic units of the College.
- Creating opportunities for the personal and intellectual growth of high-achieving students.

§ 1.4: News Blog: *The ACES Honors Herald* <http://theaceshonorsherald.blogspot.com/>

The ACES Honors Herald is the official news blog of the ACES James Scholar Honors Program. Launched in spring 2015, *The ACES Honors Herald* is edited by Rob Chappell and features contributions by members of the James Scholar Activities and Communications Team (see § 5.6). The blog contains timely

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information about upcoming events, explanations of the Honors Program's "Milestones of Achievement," ACES-related news and interviews, and informative articles on James Scholars and their accomplishments. Comments, questions, and suggestions from readers are always welcome and may be directed to Rob by emailing him at rchappel@illinois.edu.

§ 1.5: The ACES James Scholar Website
<http://academics.aces.illinois.edu/honors>

The official website of the ACES James Scholar Honors Program is an excellent source of knowledge for students and their advisors. It is constantly being updated with the latest news and information, notices of upcoming events, archives of publications, stories of international experiences, and much more. Please direct inquiries and bug reports concerning the website to Rob Chappell.



← The ACES James Scholar Honors Program is housed in Room 128 of historic Mumford Hall, which is located at the NE corner of the ACES Quadrangle. This unique photo of Mumford Hall, taken at ground level, highlights the small wonders of Nature that are hidden in plain sight. (Photo Credit: Shelby Cooper, Agricultural Leadership & Science Education Major, ACES James Scholar Class of 2016)

§ 1.6: The Honors Calendar
<http://academics.aces.illinois.edu/honors/james-scholars/guide>

The Honors Calendar is a vital component of the ACES James Scholar website. Updated on a regular basis throughout the academic year, the Honors Calendar is an indispensable guide to all important due dates and upcoming events in ACES James Scholardom. All ACES James Scholars are encouraged to familiarize themselves with the contents of the Honors Calendar.

CHAPTER 2:
Entry into the ACES James Scholar Honors Program

James Scholar application forms for use by continuing ACES students (second-semester freshmen, sophomores, and first-semester juniors), Inter-College Transfer (ICT) students, and transfer students entering the sophomore and junior classes from another accredited institution are available from <http://academics.aces.illinois.edu/honors/james-scholars/guide>.

§ 2.1: For Incoming Freshmen

Dean Lee invites selected incoming freshmen to enroll in the Honors Program if they rank in the top 10%-15% of their entering class in the College of ACES. Qualified students receive an email invitation to enter the Honors Program during the spring semester of their senior year in high school. Those wishing to become ACES James Scholars should respond electronically to their invitation (as directed in their email invitation) by **August 15** to ensure that they can enter the Honors Program at the start of the fall semester.

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Incoming freshmen who do not meet these eligibility criteria may apply to enter the Honors Program as continuing students (see below) until the start of their junior year if they meet the eligibility criteria described in § 2.2.

§ 2.2: For Continuing ACES Students

Continuing students in the College of ACES may apply to enter the Honors Program until the first semester of their junior year or until the fourth semester before their expected graduation date, whichever comes first. Students with an overall GPA of **3.50** or above who have been making satisfactory progress toward completing their ACES degree may be admitted to the Honors Program after their James Scholar application and academic records have been reviewed by Dean Lee. Applications for use by continuing ACES students may be submitted to Dean Lee for consideration during the first six weeks of each semester. Continuing students applying after the sixth week of the semester will have their applications held until their grades for the current semester have been recorded and their overall GPA can be rechecked to ensure that it meets or exceeds the **3.50** entry threshold.

§ 2.3: For Inter-College Transfer (ICT) Students

Inter-College Transfer (ICT) students may apply to enter the Honors Program until the first semester of their junior year or until the fourth semester before their expected graduation date, whichever comes first. Students with an overall GPA of **3.50** or above may be admitted to the Honors Program after their James Scholar application and academic records have been reviewed by Dean Lee. Applications may be submitted to Dean Lee for consideration during the first six weeks of any given semester. ICT students applying after the sixth week of the semester will have their applications held until their grades for the current semester have been recorded, and they will be admitted to the Honors Program if their overall GPA meets or exceeds the **3.50** entry threshold.

Note: Students who were James Scholars in their previous college will need to apply for entry into the ACES James Scholar Honors Program upon submission of their ICT paperwork to prevent interruption of their James Scholar status.

§ 2.4: For Incoming Sophomore and Junior Transfer Students

Students entering the College of ACES from another accredited institution as sophomore or junior transfers may apply to enter the Honors Program until the first semester of their junior year or until the fourth semester before their expected graduation date, whichever comes first. Incoming transfer students with an overall GPA of **3.50** or above may be admitted to the Honors Program after their James Scholar application and academic records have been reviewed by Dean Lee.

§ 2.5: Statement on Inclusivity
<http://www.inclusiveillinois.illinois.edu/>

The ACES James Scholar Honors Program welcomes **all** qualified students who meet its entrance criteria and work toward fulfilling the specified “Milestones of Achievement” to participate in the enhanced academic experiences that it offers. We encourage everyone enrolled in the Honors Program to join us in taking the Inclusive Illinois Pledge:

1. As members of the University of Illinois community, we commit to supporting Inclusive Illinois.
2. We will encourage the expression of different voices, perspectives, and ideas.
3. We will challenge our own beliefs, opinions, and viewpoints.
4. We will advocate for an accessible, safe, and respectful environment to enhance the living, learning, and working community at Illinois.
5. We will acknowledge and respect the multiple identities represented in each individual.
6. Our commitment will be demonstrated by our voice and our conduct.

CHAPTER 3:
Continuation in the ACES James Scholar Honors Program

§ 3.1: Annual "Milestones of Achievement" for All Scholars, Including the Honors Credit Learning Agreement (HCLA)

ACES James Scholars are expected to make satisfactory progress toward completing the following "Milestones of Achievement" during each academic year (please see below for complete details). Annual certification on the official University of Illinois transcript as an ACES James Scholar is dependent upon scholars meeting the criteria listed below. All freshmen, sophomore, and junior ACES James Scholars' academic records are reviewed by Dean Lee each summer to determine their eligibility for continuation in the Honors Program. In addition, freshmen have their GPAs reviewed during Winter Break (see §3.2), and seniors have their entire academic record reviewed during Winter Break (see §3.5). After each academic progress review, individual James Scholars receive email notification from Dean Lee regarding their status within the Honors Program.

Scholars who fulfill all the "Milestones of Achievement" during any given academic year will see the designation "**Edmund J. James Scholar**" appearing on their transcript for that year. Students who meet some (but not all) certification criteria will be contacted by Dean Lee (see § 3.7 for details) and will need to make up for any milestones that they have missed. **Students who have not fulfilled any James Scholar "Milestones of Achievement" at all during any given academic year may be discontinued from the ACES James Scholar Honors Program, regardless of their overall GPA.**

All ACES James Scholars need to fulfill the following "Milestones of Achievement" to be certified on their transcripts as **ACES James Scholars** and ensure their continuation in the Honors Program for the next academic year.

1. Maintain a minimum overall GPA of **3.40** or above. (The overall GPA includes all graded undergraduate coursework taken at the University of Illinois, combined with all graded transfer coursework from other accredited institutions.) If this particular "Milestone of Achievement" is not fulfilled, then the student may be discontinued from the Honors Program, unless there are extenuating circumstances (beyond the student's control) that would warrant a reconsideration of the scholar's individual case by Dean Lee.
2. Make satisfactory progress toward completing their ACES degree throughout the academic year. ACES James Scholars should plan to complete a total of 30 credit hours by the end of their freshman year, 60 credit hours by the end of their sophomore year, and 90 credit hours by the end of their junior year. Scholars who are studying abroad, interning off-campus, or student teaching for a semester may be exempted from this milestone, provided that they have completed 15 credit hours of coursework during the semester that they are present on campus. **Scholars planning to study abroad or intern off-campus for a full academic year should consult with Dean Lee prior to their departure from campus to discuss their plans and make alternative arrangements to complete their James Scholar "Milestones of Achievement" in a timely manner.**
3. All ACES James Scholars need to successfully complete four courses with honors credit (that is, with an "H" appended to their letter grade) before they graduate. Honors credit may be earned by completing: (a) an electronic Honors Credit Learning Agreement (eHCLA) in a regular course, (b) an honors section of a regular course, (c) a Campus Honors Program (CHP) course, (d) **ACES 399: Honors Seminar**, or (e) a special honors activity (for example, completion of the Illinois Leadership Certificate Program or blogging while overseas – see § 4.4) approved by Dean Lee and requiring effort beyond normal academic requirements. A grade of at least **B-** needs to be earned in any given course to earn honors credit. Scholars are encouraged to complete their honors credit coursework as early in their academic career as possible (e.g., by earning one H grade per semester during their first two years in the Honors Program) so as to free up more time to devote to the Undergraduate Research Project during the junior and/or senior year. **Completion of at least one honors credit course per academic year (until four**

such courses have been completed) is needed in order to make satisfactory progress toward completing the Honors Program. Scholars who are studying abroad, interning off-campus, or student teaching during one semester of the academic year should plan on completing a course with honors credit during the semester that they are present on campus. With the approval of Dean Lee, and based on appropriate documentation, one (1) honors credit course transferred in from another accredited institution may be used toward meeting this "Milestone of Achievement."



← Rob Chappell (at left) gives a (now obsolete) paper HCLA to ACES James Scholar alumna Alicia Gardner (at right, B.S. in Crop Sciences, Class of 2013; M.S. in Crop Sciences, 2015). (Photo Credit: Allison Payne, Senior Information Technology Support Specialist in ACES ITCS)

**Electronic Honors Credit Learning Agreement (eHCLA) Due Dates:
Academic Year 2016-2017**
Please submit all eHCLAs through http://go.illinois.edu/ACES_HCLA.

***** Fall 2016 *****

- Last day to submit an eHCLA for a first half-session course: **Friday, September 16**
- Last day to cancel an eHCLA for a first half-session course: **Friday, October 7**
- Last day to submit an eHCLA for a semester course: **Friday, October 14**
- Last day to submit an eHCLA for a second half-session course: **Friday, November 11**
- Last day to cancel an eHCLA for a semester or second half-session course: **Wednesday, November 30**

***** Spring 2017 *****

- Last day to submit an eHCLA for a first half-session course: **Friday, February 10**
- Last day to cancel an eHCLA for a first half-session course: **Friday, March 3**
- Last day to submit an eHCLA for a semester course: **Friday, March 10**
- Last day to submit an eHCLA for a second half-session course: **Friday, April 7**
- Last day to cancel an eHCLA for a semester or second half-session course: **Wednesday, April 26**

***** Summer 2017 *****

- Last day to submit an eHCLA for a twelve-week course: **Friday, June 23**
- Last day to submit an eHCLA for an eight-week course: **Friday, July 7**
- Last day to cancel any summer eHCLA: **Thursday, July 27**

§ 3.2: The Freshman Year

Freshmen ACES James Scholars need to fulfill all the "Milestones of Achievement" listed in § 3.1 to be certified as "**Edmund J. James Scholars**" on their official transcripts and be approved to continue in the Honors Program during their sophomore year. Freshmen's GPAs are reviewed by Dean Lee during Winter Break; scholars who earn an overall GPA ≥ 3.25 during the fall semester will be retained in the Honors Program during the spring semester, with the understanding that they will need to attain an overall GPA of at least **3.40** and complete all the specified "Milestones of Achievement" by the end of the freshman year.

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Freshmen's academic records will be reviewed in the summertime by Dean Lee, and those freshmen scholars with an overall GPA of **3.40** or above after the end of the spring semester will be continued in the Honors Program for the sophomore year, provided that they have fulfilled the "Milestones of Achievement" listed in § 3.1.

§ 3.3: The Sophomore Year

Sophomore ACES James Scholars need to fulfill all the "Milestones of Achievement" listed in § 3.1 to be certified as "**Edmund J. James Scholars**" on their official transcripts and be approved to continue in the Honors Program during their junior year. Sophomores' academic records will be reviewed by Dean Lee in the summer; scholars with an overall GPA of **3.40** or above will be retained in the Honors Program into their junior year, provided that they have fulfilled the above-listed "Milestones of Achievement."

During the spring semester of their sophomore year, scholars may wish to start planning ahead for their junior and senior years, especially if they are interested in:

- Starting an Undergraduate Research Project during the upcoming summer or fall terms.
- Applying to study abroad during the junior or senior year.
- Interning off-campus during an upcoming semester.
- Pursuing a minor, a dual degree, or early graduation.

Scholars are encouraged to consult with their Departmental Honors Coordinator (see § 1.1) if they are considering any of these possibilities. Preparing and submitting the Honors Completion Plan (see § 3.4 below) might be advisable during the spring semester of the sophomore year if any of the options listed above are being planned.

§ 3.4: The Junior Year and the Honors Completion Plan
<http://academics.aces.illinois.edu/honors/james-scholars/guide>

Junior ACES James Scholars need to fulfill the "Milestones of Achievement" listed in § 3.1 to be certified as "**Edmund J. James Scholars**" on their official transcripts and be approved for continuation in the Honors Program for their senior year. Scholars at the junior level should begin to fulfill the components of their Honors Completion Plan (HCP) as soon as possible (please see below for a complete description of the HCP). Juniors' academic records will be reviewed by Dean Lee in the summer; scholars with an overall GPA of **3.40** or above will be retained in the Honors Program into their senior year, provided that they have completed the specified "Milestones of Achievement."

All junior ACES James Scholars need to prepare an Honors Completion Plan in cooperation with their Departmental Honors Coordinator during the fall semester. The HCP is an academic roadmap for a scholar's completion of the Honors Program, and its successful fulfillment (with an overall GPA of **3.40** or above) will make scholars eligible for graduation from the College of ACES with James Scholar Distinction. The HCP includes the following components:

1. **Undergraduate Research:** Each scholar will undertake a bachelor's thesis, laboratory project, or design project, preferably within the College of ACES. Registering in the appropriate departmental course (usually listed in the **390s**) is highly recommended but not required. The title (no matter how tentative) of the project and the name of the proposed faculty mentor should be determined as early as possible to ensure that this capstone James Scholar experience can be completed on schedule. Scholars can work with their proposed faculty mentor to apply for funding to support their research projects (see § 4.1).
2. **Poster Presentation:** Each scholar will present a poster display based on the Undergraduate Research Project at the annual ExplorACES student recruiting expo (in March), the Provost's Undergraduate Research Symposium (in April), or a professional conference approved in advance by Dean Lee.
3. **Honors Credit Coursework:** Each scholar will complete four courses with honors credit before graduation (including honors coursework already completed during the freshman and sophomore years). All ACES James Scholars need to complete at least one honors credit course per academic year (until they have earned honors credit in four such courses) in order to ensure that this "Milestone of

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Achievement” can be met before graduation. Scholars are permitted – and indeed encouraged – to enroll in more than one honors credit course per academic year at their discretion. See item #3 under § 3.1 for a list of ways in which honors credit may be earned.

4. **Senior-Level Coursework:** Each scholar will successfully complete four designated 400-level courses with a grade of **B-** or higher. These courses may be taken in any department on the Urbana campus, so long as each course is worth at least one credit hour and carries a standard letter grade.
5. **Graduate-Level Coursework:** Each scholar will successfully complete a 500-level or departmentally designated graduate-level course at the 400 level. (Please consult with your Departmental Honors Coordinator for listings of approved graduate-level courses in each department.) **The selected 500/graduate-level course cannot be identical with any of the 400-level courses undertaken to fulfill item #4.** A grade of **B-** or higher is required in the graduate-level course to fulfill this component of the HCP. The graduate-level course may be taken in any department on the Urbana campus, so long as the course is worth at least one credit hour and carries a standard letter grade.

Successful fulfillment of the Honors Completion Plan (with an overall GPA of at least **3.40**) will make scholars eligible to receive the **University James Scholar** designation on their final official transcript, along with a certificate of achievement and a commemorative bronze medallion at graduation.

The Honors Completion Plan is signed by each James Scholar and by the Departmental Honors Coordinator and then submitted to Rob Chappell by **5:00 PM on the second Monday in November of the junior year**. Scholars should file one copy of the HCP with their Departmental Honors Coordinator; submit one copy to Rob in ACES Academic Programs; and retain one copy for their records. Failure to submit the HCP by the specified due date will seriously jeopardize any scholar’s prospects for continued participation in the Honors Program. (A brief extension may be granted by Dean Lee if scholars have been studying abroad, interning off-campus, or have been absent from campus for a prolonged period of time due to circumstances beyond their control.)

The Honors Completion Plan may be modified at the scholar’s request with the Departmental Honors Coordinator’s approval (e.g., a different research topic may replace a previous one, or certain courses may be substituted due to unavailability). In such cases, a blank HCP should be downloaded from the “Guide for James Scholars” on our website (see the URL above), filled out by the scholar, signed by the Departmental Honors Coordinator, and returned to Rob for recording and filing.

§ 3.5: The Senior Year

Senior ACES James Scholars need to fulfill all the “Milestones of Achievement” listed in § 3.1 to be certified for graduation with James Scholar Distinction. They also need to fulfill their Honors Completion Plan before the close of their final semester on campus. Seniors’ academic records will be reviewed by Dean Lee during Winter Break to ensure that they have maintained an overall GPA of 3.40 or above and to ascertain if they have fulfilled (or are still in the process of fulfilling) all the components of their HCP successfully.

§ 3.6: Early or Late Graduation

ACES James Scholars who are planning to graduate in fewer than or more than eight semesters should notify Rob Chappell of their academic plans via email as early as possible so that their intentions can be noted in the Honors Program’s tracking databases. They should also be certain to submit their Honors Completion Plan during the fourth semester before their expected graduation date. Scholars who have altered their expected graduation date should also be sure to notify their Departmental Honors Coordinator so that adjustments can be made to their Honors Completion Plan as needed.

§ 3.7: Discontinuation from the Honors Program and Special Extenuating Circumstances

In order to complete the Honors Program successfully, ACES James Scholars are expected to fulfill all the “Milestones of Achievement” listed above in § 3.1 and on the Honors Completion Plan.

Students may have their James Scholar status discontinued if it is determined that they have:

- Fallen below the minimum overall GPA threshold of **3.40** (as described above).
- Not completed any of the Honors Program’s “Milestones of Achievement” at all during any given academic year.
- Committed one or more acts of academic misconduct (as defined and explained in the *Student Code* @ <http://admin.illinois.edu/policy/code/>).
- Not submitted the Honors Completion Plan (HCP) by the specified due date during the fall semester of the junior year (see § 3.4).

However, under unusual extenuating circumstances that are unforeseen and beyond an ACES James Scholar’s control, an accommodation may be requested from Dean Lee that would allow an adversely affected scholar to fulfill a “Milestone of Achievement” through an alternative activity. Scholars who are being adversely affected by medical conditions, family emergencies, financial circumstances, etc., should contact Rob Chappell at their earliest convenience to set up a meeting with Dean Lee to discuss their situation and determine what could be done to help them continue in the Honors Program if at all possible. In such cases, Dean Lee may ask the scholar to provide relevant documentation from the Emergency Dean, the Division of Disability Resources and Educational Services (DRES), the McKinley Health Center, the Counseling Center, the Division of Intercollegiate Athletics, and/or other appropriate offices or persons, before making a final decision on how best to proceed.

§ 3.8: Statement on Academic Integrity

ACES James Scholars are expected to exemplify honorable, lawful, and responsible conduct, in conformity with the *Student Code* (<http://admin.illinois.edu/policy/code/>). Since academic misconduct reflects poorly upon individual ACES James Scholars as well as upon the Honors Program that they represent, Dean Lee and the Honors Council reserve the right to discontinue from our Honors Program James Scholars who have committed an academic integrity infraction that has resulted in a sanction. (Scholars may appeal a discontinuation decision by contacting Dean Lee directly.)

Examples of such violations may include (but are not limited to) committing plagiarism, falsifying information, or forging signatures – not only within academic coursework, but also on the following items:

- Applications for the ACES Undergraduate Research Scholarship Program.
- Honors Completion Plans (HCPs).
- Honors Credit Learning Agreements (HCLAs).
- Reimbursement requests for publication or travel expenses.
- Written materials submitted for the Honors Program’s annual writing competitions.
- Any other documents authored by ACES James Scholars that are being submitted in fulfillment of the “Milestones of Achievement.”

In addition, students who falsify information on their applications for admission to the Honors Program will be automatically disqualified from consideration.

CHAPTER 4: Completion of the ACES James Scholar Honors Program

§ 4.1: Conducting an ACES Undergraduate Research Project <http://academics.aces.illinois.edu/honors/undergraduate-research>

The ACES Undergraduate Research Scholarship is awarded to ACES James Scholars as a means to fulfill the research component of the Honors Completion Plan. Students conduct Undergraduate Research Projects under the guidance of an ACES faculty mentor. This is an opportunity for our James Scholars to

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explore the rapidly expanding frontiers of science and technology, meet major new intellectual challenges, and contribute new scientific knowledge to their field of study. It is also a golden opportunity for scholars to determine if conducting thesis research as a graduate student is something that they might enjoy.

James Scholars are eligible for the ACES Undergraduate Research Scholarship Program if they meet the following general requirements:

- Have at least **fifteen (15)** credit hours completed (from all accredited sources) in an ACES undergraduate degree program by the time that the project will be started.
- Be officially enrolled as a full-time student with a declared academic major in the College of ACES. Application forms and additional information are available from the ACES Undergraduate Research website (see the URL above).

Scholars are urged to identify and define an appropriate research project well in advance of application. Although applications are accepted throughout the calendar year on a rolling basis, submitting applications a few months in advance is strongly encouraged. Approved projects can be funded up to **\$1500**, based on a project budget submitted with the application form. Students whose projects are approved are also awarded a **\$500** merit scholarship for the academic term during which the research project is begun. Enrollment in an appropriate departmental course (usually listed in the **390s**) is not required but nonetheless highly recommended (see § 3.4).

ACES James Scholars display a poster summarizing their research findings at the annual ExplorACES student recruiting expo in March, the Provost's Undergraduate Research Symposium in April, or a professional conference approved in advance by Dean Lee. **In addition, all scholars who received funding through the ACES Undergraduate Research Scholarship Program should provide a written summary abstract (2-3 pages in length) of their research, submitted at the completion of their project to Dean Lee, so that committed research funding can be disbursed to departmental accounts.**

Scholars may request additional funding from Dean Lee if:

- Their research project has culminated in the preparation of a research poster, which will be presented at a professional conference. In this case, a grant of up to **\$800** could be used to help scholars defray their travel expenses. **Requests for such travel funding should be submitted in writing using the Request for Travel Funding to Conference Application to Dean Lee BEFORE attendance at professional conferences.**
- Their research project has culminated in the writing of a technical paper, which is to be published in a professional peer-reviewed journal. In this case, a grant of up to **\$500** could be used to help scholars defray their publication expenses. This should also be requested using the Request for Publication Support Application.

Undergraduate researchers may apply for one or both of these grants with appropriate documentation as required by the University of Illinois' Office of Business and Financial Services (<http://www.obfs.uillinois.edu/>). Such documentation should include hardcopy receipts covering all expenses for which the scholar wishes to be reimbursed, along with evidence (such as a conference program and/or letter of invitation) to prove that a paper or poster is being presented by the scholar at the conference.

It is also permissible for ACES James Scholars to conduct an Undergraduate Research Project that is not funded by the ACES Undergraduate Research Scholarship Program. In such cases, it is the scholar's responsibility to inform Dean Lee and Rob Chappell of the nature of the research in advance; and to display the results in a poster presentation at ExplorACES, the Provost's Undergraduate Research Symposium, or an approved professional conference.

Comment [LS1]: I've included the statements about the travel fund request and publication support application. I've also changed the amount we will be supporting.

Comment [LS2]: Question: What are the documentations required by the office of Business and Financial Services?

Comment [LS3]: Question: What are the documentations required by the office of Business and Financial Services?

§ 4.2: Qualifications for Graduation with ACES James Scholar Distinction

The privilege of graduating with James Scholar Distinction from the College of ACES will be granted to all Honors Program participants who have:

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- Successfully fulfilled **all** the “Milestones of Achievement” listed on the Honors Completion Plan (see § 3.4), including the Undergraduate Research component.
- Maintained an overall GPA of **3.40** or above.

Questions about graduation with James Scholar Distinction may be directed to Dean Lee, who certifies all seniors qualified to graduate with ACES James Scholar Distinction during Spring Break of each year.

Note: ACES James Scholars who graduate in the top 3% of their senior class may be eligible to graduate with University Honors and have their names inscribed on a Bronze Tablet in the University Library. For more information about University Honors and the Bronze Tablet, please visit <http://images.library.uiuc.edu/projects/bronze/>. (Photos of the Bronze Tablets in the University Library appear in the Afterword at the end of this *Handbook*.)

§ 4.3: Honors Program Completion upon Early Entry to Veterinary School

Highly qualified ACES James Scholars majoring in Animal Sciences may be invited to apply for admission to veterinary school after successfully completing six semesters (with at least **90** credit hours) of coursework at the University of Illinois. If they accept admission to veterinary school without completing their B.S. degree, such scholars could still be recognized as having completed the ACES James Scholar Honors Program if they have met all the criteria listed in § 4.2. They would receive a commemorative certificate and bronze medallion from the Honors Program in recognition of their achievement, although their names would not be listed among graduating senior James Scholars in the ACES Commencement program.

James Scholars who accept early admission to veterinary school should notify Rob Chappell in writing as soon as their plans have been finalized so their academic records can be reviewed by Dean Lee in a timely manner. Dean Lee will then determine if such students have completed all James Scholar “Milestones of Achievement” and will notify them in writing about their final status in the Honors Program.

§ 4.4: Earning Honors Credit Through Successful Completion of the Illinois Leadership Certificate Program
<http://www.leadership.illinois.edu/>

The Honors Program encourages interested ACES James Scholars to complete the Illinois Leadership Certificate Program, which is offered through the Illinois Leadership Center. As an incentive to take part in the Certificate Program, ACES James Scholars who successfully complete this outstanding professional development program will only be required to complete three courses with honors credit (instead of the usual four). In other words, completion of an Illinois Leadership Certificate counts as the equivalent of earning one “H” grade on the transcript (as with an HCLA). The Illinois Leadership Certificate Program, as a general rule, can be completed within four semesters, and students may enter the program up to four semesters before their expected graduation date.

Please note that the Certificate Program is not to be confused with the *Minor in Leadership Studies* (<http://academics.aces.illinois.edu/minors/leadership-studies>), which is a regular academic minor that will appear on a student’s transcript after graduation. The completion of a Leadership Certificate is **not** noted on the University of Illinois transcript, but it is nonetheless an invaluable addition to a scholar’s life experience and *curriculum vitae*. To learn more about the exceptional opportunities offered by the Illinois Leadership Center, please call 217-333-0604 or send an email message to leadership@illinois.edu.

§ 4.5: Earning Honors Credit While Studying Abroad
<http://academics.aces.illinois.edu/honors/study-abroad-programs>

ACES James Scholars who will be spending a summer, a semester, or a year overseas should confer with Dean Lee before their departure from campus to explore the possibility of earning honors credit (the equivalent of an “H” grade) while studying abroad. Although it is currently not possible for students to earn an “H” grade in some study abroad courses, a special “honorized assignment” agreed upon by Dean Lee and

an ACES James Scholar could serve as a substitute for an “H” grade on the Honors Completion Plan. To make an appointment with Dean Lee, please contact Rob Chappell.

CHAPTER 5: Academic and Extracurricular Opportunities for ACES James Scholars

§ 5.1: The ACES Dean’s List

Qualified ACES James Scholars may be eligible for inclusion on the ACES Dean’s List, which is compiled after the end of each semester and released to the general public through the U of I News Bureau a month after final grades are recorded. Scholars are eligible for the Dean’s List in any given semester if they meet the following criteria:

- Successfully complete at least **14** credit hours of coursework (with standard letter grades) on the Urbana campus.
- Earn a semester GPA placing the individual in the top 20% of all ACES students in their class year (freshman, sophomore, junior, or senior).
- The minimum GPA to be eligible for the Dean’s List is determined each year by ACES Academic Programs. Please consult with our admissions and records staff (128 Mumford Hall, 217-333-3380) for this year’s GPA threshold.

Additional information on the Dean’s List is available in the current edition of the *Student Code* (<http://admin.illinois.edu/policy/code/>). Questions about the Dean’s List may also be directed to Dean Lee and/or Rob Chappell.

§ 5.2: ACES and Other Honorary Societies

Several honorary societies admit candidates enrolled in ACES-related fields of study, and many of them have chapters active on the Urbana campus. ACES-specific honorary societies with affiliates at the University of Illinois include, but are not limited to, the following:

- Alpha Epsilon: The Honor Society of Agricultural, Biological & Food Engineering (<http://www.asabe.org/membership/preprofessionalsstudents/alpha-epsilon.aspx>)
- Alpha Tau Alpha: The National Professional Honorary Agricultural Education Organization (<http://www.ataonline.org/>)
- Alpha Zeta: Leaders for the World of Agriculture (<http://www.alphazeta.org/>)
- Gamma Sigma Delta: The Honor Society of Agriculture (<http://www.gammasigmadelta.org/>)
- Phi Upsilon Omicron: National Honor Society in Family and Consumer Sciences (<http://www.phiu.org/>)

James Scholars should consult with these organizations’ local chapter advisors to learn about membership requirements and (if eligible) to obtain application materials.

Other honorary societies that induct students from all academic disciplines are active at the University of Illinois. Some of the more well-known honorary societies include:

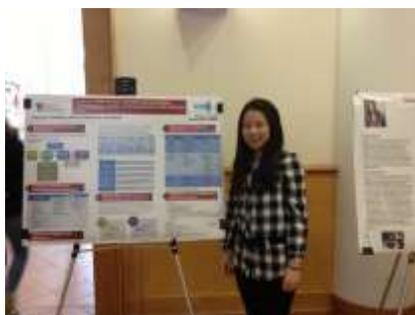
- Alpha Lambda Delta
- Golden Key
- Mortar Board
- Phi Beta Kappa
- Phi Eta Sigma
- Phi Kappa Phi

For authoritative information about nationally accredited college honorary societies, please visit the Association of College Honors Societies (ACHS) online at <http://www.achsntl.org/>.

ACES James Scholars are encouraged to participate in honorary societies as their time and circumstances permit. Admission to these scholastic organizations can provide Honors Program students and alumni with lifelong opportunities for mentoring, networking, and philanthropy across the country and around the world.

§ 5.3: Orville G. Bentley Awards for Excellence in Undergraduate Research

Scholars conducting their ACES Undergraduate Research projects are encouraged to enter the Orville G. Bentley Award competition each spring. This competition has been developed to identify and reward the best poster displays presented at the annual ExplorACES student recruiting expo in March. The poster should be prepared by the undergraduate researcher involved with the project and should follow the general requirements for research posters in the scholar's area of study. It should contain a summary of the research project, including the subject of inquiry, how the research was conducted, what results were produced, interpretations of those results, and a summarizing conclusion. Photos, tables, and figures may be included in the poster display, along with any interactive components that would tend to make it more appealing to the ExplorACES target audience (students visiting the campus from middle schools, high schools, and community colleges throughout the state of Illinois).



← Yangyang (Kathleen) Li (Class of 2013) stands beside her Undergraduate Research poster display at ExplorACES on 3/9/2013. She won an Orville G. Bentley Award in April 2013. (Photo Credit: Yangyang [Kathleen] Li, B.S. in Agricultural & Consumer Economics, ACES James Scholar Class of 2013)

As a general rule, several Orville G. Bentley awards are presented annually, with each winner receiving a scholarship prize and a certificate of achievement. The winners of this competition are announced at the annual ACES Student Awards Reception in April.

§ 5.4: Leander J. M. Haynes Humanities Book Prize
<http://academics.aces.illinois.edu/honors/haynes-family-awards>

The Leander J. M. Haynes Humanities Book Prize is awarded to one ACES James Scholar each spring semester. The purpose of this award is to encourage scholars to “think outside the box” and build intellectual bridges between the humanities and their own scientific fields of study. Eligible candidates include all ACES James Scholars enrolled in the Honors Program during the spring semester in which this literary competition takes place.

Scholars who enter this competition are asked to write an essay of 500-1000 words in length about the most influential book that they read during their formative years (i.e., during elementary, middle, or high school). The essay should include an exploration of how and why the book had a positive impact on the writer's life and explain why it should be read by a wider audience. All essays should be submitted to Susan Schmall-Ross in 128 Mumford Hall (217-244-4540, schmallr@illinois.edu) by **5:00 PM on the second Monday in March**. The winner of the competition will receive a **\$150** scholarship prize, a commemorative certificate of achievement, and a special book prize from the award's donor. The award presentation usually takes place during the last few weeks of the semester.

Students are eligible to receive this award only once. For additional information about the award competition and its recent winners, please visit its website (see the URL above).

§ 5.5: Carol Andreae Haynes Sophomore Achievement Award
<http://academics.aces.illinois.edu/honors/haynes-family-awards>

The Carol Andreae Haynes Sophomore Achievement Award, which celebrates the academic achievements of women in higher education, is conferred during the fall semester of each academic year. Eligible candidates for the award are sophomore women enrolled in the ACES James Scholar Honors Program during the fall semester in which this literary competition takes place.

Hardcopy printouts and/or PDF files of candidates' original essays on the theme of "The Most Important Things That I Learned During my Freshman Year" should be submitted to Susan Schmall-Ross in 128 Mumford Hall (217-244-4540, schmallr@illinois.edu) by **5:00 PM on the second Monday in October**. The winner of the essay competition receives a **\$150** scholarship prize, a commemorative certificate, and special book prize from the award's donor. The presentation of the award to the recipient usually takes place during the last few weeks of the semester.

For additional information about the award competition and its recent winners, please visit its website (see the URL above).

§ 5.6: The James Scholar Activities and Communications Team (JS-ACT)
<http://academics.aces.illinois.edu/honors/james-scholars/js-act>

The James Scholar Activities and Communications Team is a student organization for ACES James Scholars who have an interest in supporting the mission of the Honors Program through using their skills and talents in writing, photography, and social media. Founded in February 2006 by Rob Chappell and a dozen enthusiastic students, the club's mission is to actively engage ACES James Scholars through electronic media, organizing special events (e.g., field trips), and contributing articles and photos to Honors Program publications. The JS-ACT's activities are designed to help ACES James Scholars expand their horizons, build a sense of community, and achieve their professional development goals.

Membership in the JS-ACT is open to all currently enrolled ACES James Scholars and ACES James Scholar alumni who remain affiliated with the University of Illinois, either academically or professionally. For more information about the JS-ACT, please contact Rob Chappell.

§ 5.7: Publication in the *I-ACES (Inquiry-ACES)* Journal for Undergraduate Researchers

Founded in 2014, *I-ACES (Inquiry-ACES)* is a premier undergraduate research journal established by the ACES Academy of Teaching Excellence. Its mission is to advance undergraduate research through publishing the results of our students' innovative research projects. To learn how to submit manuscripts for consideration, and for additional information about *I-ACES*, please visit <https://ugresearchjournals.illinois.edu/index.php/iaces/index>.

AFTERWORD:

Hope and Dreams: The Ingredients of Your Future

By Rob Chappell (Adapted & Condensed from *Cursus Honorum IX: 10* – May/June 2009)

As far back as I can remember, my frame of mind has been both hopeful and future-oriented. Ever since my childhood days in the 1970s, I have been enthralled by astronomy, spaceflight, and science fiction epics of humankind's future achievements and adventures. How to build a sturdy bridge for humanity's journey from the present day into a bright and hopeful future became a source of great interest for me during my undergraduate student days at the University of Illinois. As I studied the histories, languages, literatures, and philosophies of the ancient Greeks and Romans, I was constantly asking myself, "How can we apply all this ageless wisdom to build a better future for ourselves and our inheritors?"

Excerpt from "Locksley Hall" by Alfred, Lord Tennyson (1809-1892)

**Many a night from yonder ivied casement, ere I went to rest,
Did I look on great Orion sloping slowly to the West.
Many a night I saw the Pleiads, rising through the mellow shade,
Glitter like a swarm of fire-flies tangled in a silver braid.
Here about the beach I wandered, nourishing a youth sublime
With the fairy tales of science, and the long result of Time;
When the centuries behind me like a fruitful land reposed;
When I clung to all the present for the promise that it closed:
When I dipped into the future far as human eye could see;
Saw the Vision of the world and all the wonder that would be.**

In the ensuing years, I have learned that the bridge we must walk across from the present to the future is built upon a solid foundation of hope and dreams, which are key ingredients in any recipe for personal, professional, and planetary growth. I have also discovered that working in the field of higher education is the best way for me to do my part in creating a brighter tomorrow for our world, our nation, and our families. My interactions with ACES James Scholars like you have shown me that there is indeed hope for the future, and I know that the future lives in your hearts and minds today as we press forward together to meet the challenges of the 21st century. All of you have taught me – by your example – that hope is a gift that keeps on giving if we take the time to share it with others.

"Hope" by Emily Dickinson (1830-1886)

**Hope is the thing with feathers
That perches in the soul,
And sings the tune without the words,
And never stops at all,
And sweetest in the gale is heard;
And sore must be the storm
That could abash the little bird
That kept so many warm.
I've heard it in the chilliest land,
And on the strangest sea;
Yet, never, in extremity,
It asked a crumb of me.**

Hopes and dreams of a better world are being cultivated today by our ACES James Scholar alumni in their professional careers. For some, this might mean discovering an amazing new biofuel that could help humanity to set aside its dependence on fossil fuels once and for all. For others, it could be helping people to plan their retirement through sound financial planning strategies. Still other alumni may become veterinarians, dietitians, ecologists, and so much more. Your dreams – when stirred together with hope and

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hard work, and left to simmer in the caldron of inspiration – have the potential to bring about real change in our world, or perhaps well beyond it! I recall talking with an aerospace engineering James Scholar several years ago about a new theory of ultra-fast starship propulsion that I had seen on the History Channel's TV series, *Universe*. When I had finished describing it to her, I concluded by observing, "That's the stuff that dreams are made of!" Her eyes lit up with excitement as she expressed her agreement with an enthusiastic smile. Then – expressing my own hopes and dreams, not only for the student, but also for humanity as a whole – I told her, "Emma, I can't wait to see you build that starship someday!" ☺

"Optimism is the faith that leads to achievement; nothing can be done without hope."

→ **Helen Keller (1880-1968): *Essay on Optimism* (1903)**

Achieving anything truly worthwhile is never easy – but it is well worth the effort. Both triumphs and disasters lie ahead of us all on the highway of life. However, if we persevere to the end – even if we don't achieve everything that we would like to accomplish in our lifetime – then at least we shall have paved the way for our inheritors to follow in our footsteps and finish the work that we have begun.

"For a life worthy to be lived is one that is full of active aspiration, for something higher and better; and such a contemplation of the world we call meliorism."

→ **Paul Carus (1852-1919): *Monism and Meliorism* (1885)**

As you begin, continue, or finish your James-Scholarly journey in the College of ACES, I would like to encourage each and every one of you to cultivate your hopes and dreams and work hard to make them into living realities, so that future generations can look back on our era and say, "Those great achievements began at the University of Illinois!"

Excerpt from "Ulysses" (1842)

By Alfred, Lord Tennyson (1809-1892)

**Though much is taken, much abides; and though
We are not now that strength which in old days
Moved earth and heaven, that which we are, we are, --
One equal temper of heroic hearts,
Made weak by time and fate, but strong in will
To strive, to seek, to find, and not to yield.**



Above Left: This plaque in the University Library introduces visitors to the Bronze Tablets, which list the names of the top 3% of each graduating senior class since 1925. Above Right: The Bronze Tablets are on display in the north-south corridor on the first floor of the University Library. (Photo Credit: Alicia Gardner, B.S. in Crop Sciences, ACES James Scholar Class of 2013; M.S. in Crop Sciences, 2015)