**HONORS PROGRAM STUDENT COMMITTEE (HPSC) APPLICATION**  
*\*all applications due by no later than 9 a.m. on the Monday before Fall Break*

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ WIN#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cumulative GPA: \_\_\_\_\_\_\_ Class Year: \_\_\_\_\_\_\_\_\_

Major(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Minor(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year for Completing Honors Requirements (after maximum of eight total undergraduate terms): \_\_\_\_\_\_\_

**HPSC General Responsibilities:**

* Serve from January to January
* Attend biweekly meetings
* Support fellow council members in their mutual endeavors to advance HPSC goals
* Represent Honors’ students interests
* Lead student participation in and further development of all Honors Program activities
* Create a cohesive student community
* Document all organized events
* Maintain good standing within the Honors Program (see last page for reminder of these criteria)

**Desired Position** (pick only one; see next page for each role’s responsibilities):

President

Vice President

Secretary

Treasurer and Fundraiser

Director of Academic Opportunities

Director of Social Events

Director of Community Service

Director of Publicity

Director of Marketing

**Please answer the following questions in no more than three sentences each:**

Why do you want to serve in this role?

What unique background, experience, knowledge, and/or skills can you contribute to your performance in this role?

What Honors activities have you taken part in while you’ve been in Honors (see Jen for a list if you haven’t kept track)?

**Please answer the following question in no more than a paragraph:**

Think about a time you had to work both with someone who supervised you and with someone whom you supervised. What are your responsibilities to each and how did you fulfill those responsibilities?

*President*

* Oversee the HPSC to ensure all officers fulfill their specific duties and all help promote efficient and effective HPSC operations
* Work closely with the Vice President to encourage cross-HPSC committee collaboration and engagement
* Seek co-sponsorships with other campus organizations/Honor Societies
* Solicit Honors student participation and feedback
* Organize structured weekly meetings in order to ensure effective use of time
* Serve on the Honors Program Advisory Council (HPAC), liaising between HPSC and HPAC, representing student interests and keeping students informed about the program’s administration
* Cosigner on the HPSC bank account when necessary
* Ensure HPSC remains a university recognized club, including any applications and meetings that must be held to do so

*Vice President*

* Assist the President in all executive functions
* Assist any HPSC member if necessary, to complete committee tasks
* Fulfill President’s responsibilities in President’s absence
* Maintain HPSC’s order and focus while supporting the President at meetings
* Review the HPSC constitution yearly in concert with the President and propose amendments as needed
* Cosigner on the HPSC bank account when necessary
* Helps the President ensure HPSC remains a university recognized club, including any applications and meetings that must be held to do so
* Sends follow up email after every meeting with duties and minutes from meeting

*Secretary*

* Keep detailed and accurate minutes of HPSC meetings and post them online after each meeting
* Send out reminder emails for general meetings in conjunction with the President
* Maintain organized, accurate, and up-to-date electronic records of events, including student attendance
* Raise concerns to the Vice President – for example, should any HPSC member neglect designated responsibilities
* Create zoom links and Google calendar invites for events and meetings.
* Receive confirmation of attendance or non-attendance of all HPSC meetings
* Contacts HPSC members regarding missed deadlines

*Treasurer and Fundraising*

* Maintain accurate and up-to-date records of all HPSC expenses; keep documentation for a minimum of twelve months
* Provide a full budget summary (income and expenses) at the end of each semester
* Primary “signer” on the HPSC bank account
* Organize deposits and/or withdrawals when necessary
* Create a ledger tracking all expenses and income
* Coordinate HPSC fundraising events, with the assistance of the Director of Social Events if needed
* Reach out to on and off-campus organizations for fundraising opportunities
* Keep track of money earned from fundraising
* Get all HPSC fundraising events approved through the university, including all forms required to ensure fundraisers are fully backed by the proper authorities
* Secure locations for fundraising events

*Director of Academic Opportunities*

* Organize events that foster opportunities for enhanced academic learning for Honors students, including Pizza Plus (CC’ing Honors Office Representative in all correspondence)
* Reach out to students for student spotlights for Honors communication platforms (newsletter, website, social media, etc.)
* Promote informal opportunities for student-driven discussions and speakers
* Raise awareness among Honors students about conferences, publishing opportunities, and scholarships
* Ensure tutoring outreach continues and grows as needed
* Secure locations for academic events

*Director of Social Events*

* Organize events and social activities that foster interaction/socialization among Honors students and with the Wilkes community
* Maintain contact between community leaders and Honors students
* Assign and enlist HPSC members or committees to prepare for events, such as but not limited to creating trivia categories, acquiring Bingo materials, etc
* Book events and handle all correspondence with outside and university entities, including planning, day of, and post events as needed
* Secure locations for social events

*Director of Community Service*

* Organize community service and volunteer opportunities, enabling students to partner with local populations and engage with nonprofit organizations
* Meet with potential partners both on campus and off for community service events
* Communicate times, days, and locations all of events to proper authorities inside and outside of the HPSC
* Secure locations for community service events

*Director of Publicity*

* With the Honors Program Office Representative, oversee the Honors Program social media accounts, such as the Facebook page, the Twitter account, and the Instagram account
* With the Honors Program Office Representative, manage the content for the HPSC’s official website
* Share all news-worthy updates and information with the editor of *The Honors Buzz*
* Co-edit *The Honors Buzz* with the Honors Program Office Representative
* Create posters advertising HPSC events and opportunities

*Director of Marketing*

* Reach out to “outside sources” when necessary, including companies or campus groups
* Market HPSC merchandise
* Reach out to alum for alum spotlights for Honors communication platforms (newsletter, website, social media, etc.)
* Seek poster approval and coordinate with the print shop to advertise for all HPSC events
* Hang up flyers around campus to raise awareness for events
* Provide wording and links to be shared on Wilkes Today and the Honors Buzz
* Create Google sign up forms when needed for all events
* Utilize Presence through the university to get events noticed

*Honors Program Office Representative*

* Develop, supervise, and advise HPSC
* Liaise between students, representing mediating between their interests and activities and those of the program’s administration
* Allow for the HPSC to be an independent entity, with the support of the Honors office evident and available at all times

**Honors Program Student Requirements and Expectations**

Honors students must adhere to the below terms to remain eligible to participate in the program; to retain access to the program’s resources and opportunities; and, ultimately, to meet all Honors Program completion requirements. All of these requirements are in addition to individual major and University graduation requirements.

Minimum Cumulative GPA

3.0 after two terms at Wilkes

3.2 after four terms at Wilkes

3.3 after six terms at Wilkes

3.4 after eight terms at Wilkes/to meet all Honors Program completion requirements

*A student is allowed only one grade of 2.5 in an Honors course to receive Honors credit. All other Honors course grades must be a minimum of 3.0. Students falling below the required cumulative GPA threshold will be given one full term to return their cumulative GPA to the minimum required.*

FYF 101 H: Honors First Year Foundations (3.0 Credits)

HNR 390: Honors Capstone Seminar (1.0 Credit)

18 additional Honors credits, six of which must be at the 300 level or above\*

*\* A maximum of six credits can be waived for study abroad and/or internship experiences. Study abroad can yield a waiver of six credits at the 300 level for a full semester abroad or of three credits at the 300 level for a summer abroad (minimum of four weeks). An internship can yield a waiver of three credits at the 300 level for a full semester or summer.*

Good Standing: Honors Program Community

Participating in Honors Program-sponsored activities – which range from meeting on-campus with prominent guest speakers to engaging with prospective Honors students – helps to cultivate knowledge and skills that advance students’ intellectual, personal, and professional development, their contributions to the Wilkes campus community, and their post-graduate success, whether through employment or continued education. Our weekly newsletter, *The Honors Buzz*, announces these opportunities throughout the academic year. All Honors students must participate in at least one Honors-sponsored activity per term. This commitment is waived during the term a student is studying abroad.

First-Year Honors Learning Community

All first-year Honors students living on campus reside together in Honors housing. This enables like-minded students – those who are academically able; self-directed and self-motivated; ambitious in welcoming challenges; curious; open to encountering the unfamiliar; conscientious about/attentive to meeting their commitments; and different from one another (in terms of background, interests, major, etc.) – to begin connecting with each other in an environment conducive to their shared values and aspirations. While they may live in the hall of their choice during their remaining years at Wilkes, many choose to continue living in community with other Honors students.

Good Standing: Student Conduct

Honors students must remain in good standing with regard to student conduct. Any student found guilty of violating university policies is also subject to review by the Honors Program Advisory Council.