

**GUIDELINES for UNDERGRADUATE DEPARTMENTAL HONORS**  
**DEPARTMENT OF FOREIGN LANGUAGES AND LITERATURES, U.N.M.**

**I. Purpose**

The Undergraduate Honors Program of the Department of Foreign Languages and Literatures (FLL) is designed to encourage students who exhibit superior motivation and performance by offering them the opportunity to do independent research with FLL Faculty. This research culminates in the writing of a senior honors thesis. If the program is successfully completed, the student is rewarded by receiving departmental honors at graduation.

**II. Eligibility**

To be eligible to participate in the FLL Undergraduate Honors Program, a student must be majoring in a program of study offered through FLL. This includes the major programs in French, German, Classics, Russian/ Russian Studies, Comparative Literature, and Languages. (For a complete list of FLL programs, please see the current UNM Catalogue or consult with the FLL Director of Undergraduate Studies.) In addition, the student must have an overall g.p.a. of 3.2 and a g.p.a of 3.5 for courses in the major program of study.

Students who wish to apply for the FLL Undergraduate Honors Program must complete and turn in the application form during the second semester of their junior year. Before submitting the application, the student must find a professor who agrees to act as the thesis advisor. In consultation with the thesis advisor, the student must establish that he or she has completed the required course work in the major area of study. The course requirements may vary from program to program, but will generally consist of a minimum of 6 credit hours of courses above 300-level in the major area of study.

**III. The Honors Sequence**

Once accepted into FLL Undergraduate Honors Program, the student is considered an honors candidate. Candidates will be expected to complete a series of special courses and independent work in addition to those which make up the regular program of study for their majors. The same minimum g.p.a.'s which are required for acceptance (3.2 overall, 3.5 in major) must be maintained through the end of the honors program in order for the candidate to remain eligible for graduation with departmental honors.

During the Spring semester of the junior year, in addition to the preliminary information on the application form, a more thorough thesis proposal and bibliography should be submitted to the thesis advisor. Specific time frame and format for these obligations will be decided by each candidate's thesis advisor.

Candidates must enroll in an FLL course numbered 498, either in their major language field of study or one appropriate to their interdisciplinary field of study. Ordinarily, this class is taken in the Fall semester of the candidate's senior year. The 498 course is a reading and research course designed to provide the student with a program of directed study in

preparation for the writing of the thesis. For the 498 course, the candidate and the thesis advisor must meet at regularly-scheduled times to be set together by the student and the professor. During the course of these meetings, the advisor will supervise the candidate's thesis research and writing progress. By the end of the 498 course, the candidate should have completed at least an outline, an abstract, and a complete bibliography which the thesis advisor finds acceptable to commence the writing of the thesis.

Following completion of the 498 course, usually during the Spring semester of the senior year at the latest, the candidate must enroll in an FLL course numbered 499. Building on the work of the previous semester (498), the candidate should complete any remaining research necessary and should finish writing the thesis. Because the writing of the thesis should take place in close consultation with the advisor, it is again recommended that an appointment schedule be set and the candidate's progress be discussed regularly. Some advisors may fix deadlines by which portions of the thesis are due. While exact agendas will vary, the thesis must be completed and graded in its entirety in time for final grades and honors to be reported to graduation committees.

In the same semester during which the 499 course is taken, the candidate and the advisor should select a committee of readers who will grade the final thesis. This committee will consist of the thesis advisor and at least one other UNM faculty member. Secondary thesis readers must be associated with departments or programs directly related to the candidate's major field(s) of study.

Because of the importance of frequent discussions and regular administrative procedures, the candidate should insure that the professor chosen as thesis advisor will be available during the candidate's entire senior year. The calendar below indicates the standard progression of the candidate's program.

Spring, junior year	Student chooses an advisor. Student completes and turns in application. Student is notified of acceptance/rejection into honors program.
Fall, senior year	Honors candidate completes 498 course, including submission of outline, abstract, and complete bibliography.
Spring, senior year	Honors candidate completes 499 course, including conclusion of research and thesis. Student and advisor select alternate reader(s) of thesis committee.

While deviations from this agenda will exist depending on specific circumstances of individual programs, students are advised to follow this schedule as closely as possible.

#### **IV. Grading of the thesis and awarding of honors**

The honors thesis will be read and graded by the thesis advisor and the secondary reader(s) of the candidate's thesis committee. The final thesis grade will be the average of the grades assigned by all readers.

Once the thesis has been read and graded by all committee members, they will convene and vote on the level of honors to be awarded to the candidate. Although the award of honors need not be based strictly on a numerical score, committee members will be generally be guided by the University's approved scale when they cast their votes. According to this scale, an average grade of 3.86 to 4.00 merits the *Summa Cum Laude* honor, 3.66 to 3.85 is *Magna Cum Laude*, and 3.5 to 3.65 is *Cum Laude*.

If the candidate fulfills all the course requirements for the honors program, but fails to make a grade of B or higher on the honors thesis, or fails to meet the g.p.a. requirements for honors candidates at the time of graduation, he or she may still graduate, but without honors.

For any further information, please contact the Director of Undergraduate Studies for the Department of Foreign Languages and Literatures at 277-4771.