

# EL CAMINO COLLEGE



## HONORS TRANSFER PROGRAM

# FACULTY and COUNSELOR HANDBOOK

2014/2015 Edition

Telephone: (310) 660-3815

E-Mail: [htp@elcamino.edu](mailto:htp@elcamino.edu)

# TABLE OF CONTENTS

|  |   |
|--|---|
| The Honors Curriculum.....                                   | 2 |
| HTP Counselor Information.....                               | 3 |
| HTP Faculty Responsibilities.....                            | 4 |
| Program Requirements for Students.....                       | 6 |
| Program Benefits for Students/<br>How and When to Apply..... | 7 |

## For further information please contact:

Co-directors:

Joseph Holliday  
Rachel Williams

Assistant:

Kahea Kamahele

Transfer counselors:

Rene Lozano  
Sue Oda-Omori  
Atheneus Ocampo  
Kelsey Iino

**Honors Transfer Program Office SSC (SSVC) 102F**

**(310) 660-3815    [htp@elcamino.edu](mailto:htp@elcamino.edu)**

**Hours: Mon. – Thurs. 9:00 – 12:00 and 2:00-4:00  
Fridays 9:00 – 1:00pm  
(hours limited during summer and winter)**

# THE HONORS CURRICULUM

The honors program is a nationwide concept initiated and directed by faculty, in contrast to counselor-driven programs such as Puente and First Year Experience. Honors directors meet at regional and national conferences to share ideas and maintain **standards** that give the honors programs academic integrity. The standards are decided at the national level and often required by our transfer universities.

The Honors Transfer Program at El Camino College is 25 years old and currently has about 500 students. About 200 complete the program every year and transfer to a university, most to a **University of California** campus; about 50 percent transfer to UCLA and about 20 percent to UC Berkeley.

Honors courses are academically enriched to intellectually stimulate students and to encourage independent and critical thinking. HTP professors should require at least one additional written assignment, and often require at least one oral presentation, that is not required in non-honors sections. These additional assignments and academic rigor are explained in a separate section of each HTP course syllabus and during the first class meeting. HTP students are required to complete English 1A (college-level reading and composition) before or during their first semester in the program, so they should be ready for the more rigorous demands of honors classes.

The small class size is necessary to promote close interaction between students and faculty. Other benefits the students receive from the Honors Transfer Program are priority registration, educational information seminars, and a learning cohort of university-bound students in the classroom.

Honors courses are transferable to UC and most other universities. Students in the HTP generally take the same number of courses as other students planning to transfer, but must complete at least one honors course every semester, for a total of five to complete the HTP. Students must consult with a counselor at least twice to ensure that they take the appropriate courses for their major and transfer university.

The following is a list of currently offered honors courses. Most of these courses are offered during both the fall and spring semesters, and some are offered in the summer session as well. **These sections are designated for students in the HTP, but most of these courses are “blended courses” that have a mixture of honors and non-honors students. Since students may count these courses retroactively if they join the HTP, all students in an honors section must complete the same assignments.**

|                       |                               |                      |                                  |
|-----------------------|-------------------------------|----------------------|----------------------------------|
| Anthropology 1        | Physical Anthropology         | English 1C           | Critical Thinking and Comp.      |
| Anthropology 2        | Cultural Anthropology         | Geography 5          | World Regional Geography         |
| Art 2                 | History of Western Art        | Geology 1            | Physical Geology                 |
| Art 6                 | Cross Cultural Art            | History 101          | US History to 1877               |
| Astronomy 20          | The Solar System              | History 102          | US History from 1877             |
| Astronomy 25          | Stars and Galaxies            | History 122          | Cultural Pluralism in America    |
| Biology 10            | Fundamentals of Biology       | Mathematics 190      | Single Var. Calculus             |
| Biology 101           | Principles of Biology 1       | Music 12             | Music Cultures of the World      |
| Chemistry 1A          | General Chemistry 1           | Oceanography 10      | Physical Oceanography            |
| Comm. Studies 1       | Effective Speaking            | Philosophy 23        | Ethics, Law and Society          |
| Comm. Studies 3       | Group Discussion              | Political Science 1  | Governments of US and California |
| Comm. Studies 4       | Argumentation and Debate      | Political Science 10 | International Relations          |
| Comm. Studies 12      | Interpersonal Communication   | Psychology 3         | Critical Thinking and Psychology |
| Contemporary Health 1 | Personal and Community Health | Psychology 5         | General Psychology               |
| English 1A            | Reading and Composition       | Sociology 101        | Principles of Sociology          |
| English 1B            | Literature and Comp.          | Spanish 1            | Elementary Spanish               |

**Only two honors courses from a single department and only three courses in the same IGETC area, may count toward the five required honors courses.**

## HONORS TRANSFER PROGRAM COUNSELOR INFORMATION

HTP students are required to attend at least two scheduled counseling appointments with any ECC counselor. At least one of these must be an educational plan; the other may be another educational plan (if they need one) or may be a conversation with a transfer counselor. To receive HTP credit, the student must bring documentation to the HTP office -- a copy of the educational plan or a verification note signed by the counselor, confirming that the student attended the appointment. Please remind your honors students to do this. If they do not submit documentation, they will not receive HTP credit.

Although transfer counselors are officially assigned to assist HTP students, HTP does not require students to have appointments with them. Therefore, it is important for all academic counselors to be familiar with HTP requirements. We do recommend that students planning to transfer discuss their goals with transfer counselors during their final year at ECC.

Completing the Honors Transfer Program gives students an advantage when applying for admission to UC or to any university that requires a personal statement as part of the application. While the CSU system does not currently consider HTP membership when determining admission status, HTP is still a worthwhile endeavor for students who might decide to apply to a UC or private school, or who plan someday to attend graduate school. Students should talk to a counselor about their future educational plans, and discuss the possible value to that student of completing the HTP.

Students may take honors courses before actually joining the HTP; when they do join the program, these will count toward the five honors courses required.

**The Transfer Alliance Program (TAP) with UCLA** is available to HTP students only, and gives them priority admission consideration for majors in the College of Letters and Science. HTP students who apply to UCLA online are strongly encouraged to list an alternate non-impacted major in the College of Letters and Science, and to prepare for it by taking several courses in that field. After applying to UCLA, students will attend a workshop to fill out the TAP certification form. The minimum GPA needed to be TAP certified in a non-impacted major is currently at least 3.2 transferrable and at least 3.0 major prep. Students who are applying to impacted majors need at least a 3.4 transferrable GPA to be TAP certified, along with a 3.0 in major prep. Students who are applying to impacted majors and have between a 3.2 and 3.4 transferrable GPA **must** meet with a transfer counselor to identify an alternate, non-impacted major; otherwise, we will not TAP certify those students.

TAP does not pertain to the School of the Arts & Architecture; School of Engineering & Applied Science; School of Nursing; or School of Theatre, Film & Television. However, HTP students planning to major in one of these fields will have the option of becoming TAP certified and increase their chances of being admitted to UCLA if they are willing to list an alternate non-impacted major in the College of Letters and Science. Example: engineering majors may list a math alternate.

**NOTE:** Students who are accepted to UCLA may have their admission rescinded if they do not complete all HTP requirements.

The HTP has a community page on **Facebook**, created and updated by Kelsey Iino. Emails sent to the HTP general membership are posted here. Log in, search "El Camino College Honors Transfer Program," and click LIKE to access HTP information.

## HONORS TRANSFER PROGRAM FACULTY RESPONSIBILITIES

There are regional and national standards in honors programs that are designed to maintain the integrity of the El Camino College Honors Transfer Program. There are also El Camino traditions and standards that are designed to fulfill the obligations we have with California's finest universities. However, most of these responsibilities pertain to helping honors students, which is the ultimate goal of the program. Thus, honors faculty are expected to fulfill the following list of responsibilities:

1. Provide the HTP office with a syllabus and class roster during the first few weeks of each semester or term.
  - The syllabus must have a separate section that describes how this honors section differs from a non-honors section of the same course. If the course is a dedicated honors class (example: Art 6), compare it to a typical non-honors class in the same department. This section of the syllabus is required by UCLA, our top transfer institution.
  - The HTP students should be highlighted on the roster that is submitted to the HTP office. This can be done in either one of two ways: using the list of all HTP students' names that we will email to you before the first day of class, OR by having the students identify themselves in class. This additional work is necessary so that we know how many HTP students are in your class and you can identify them, for the sake of announcements mentioned below.
2. Make periodic announcements in the honors class.
  - We will provide you with information pertaining to important deadlines and events that occur throughout the term. Since our primary goal is to help the student transfer to a good university, these announcements may be the most important information you provide in your class. This is particularly significant for the students who are applying to universities during the semester they are in your class, since these deadlines can determine their entire academic future. By the way, we try to communicate with all HTP students every week via email, but approximately ten percent of the students do not read these emails.
  - Explain and promote the Honors Transfer Program to the entire class. There are many students who only hear about the program while attending an HTP class. This is particularly true of returning students, students from low-income areas, and first-generation college students, all of whom should be encouraged to join the HTP if they meet eligibility requirements (page 6).
3. Attend an HTP workshop sometime during the academic year.
  - These HTP faculty workshops will be held on Flex Days and occasionally during the fall or spring semester.
  - The **HTP New Student Reception** is designed to be on the same day as the fall semester Flex Day workshop in order to make it easier for you to attend both. These mandatory honors faculty workshops are a standard feature of honors programs nationwide. They are designed to update the information that the faculty have about the Honors Transfer Program and transfer agreements with universities.

## **HONORS TRANSFER PROGRAM FACULTY RESPONSIBILITIES (CONT)**

4. Assign at least one additional written assignment in the honors section.
  - Assigning and grading these types of required written assignments prepares our students for UCLA and UC Berkeley, where it is the norm for student assessment.
  - The writing assignment(s) should be done in a standard university format such as MLA or APA, including quotations and works cited.
  - HTP faculty are encouraged to assign an oral presentation, since this also prepares the student for the UCs. The UCs surprisingly do not require Speech (Communication Studies) as a prerequisite course, so the students must receive this exposure in non-Speech courses.
  - The additional paper project should emphasize independent research and sophisticated critical thinking.
  
5. In the fall semester, help identify HTP students in your class who are interested in presenting a research topic at the annual HTCC Student Research Conference held at UC Irvine every March. Students are more likely to be successful if they are mentored by their honors professor before the conference. As a result, we encourage you to help them prepare their 12-minute oral presentation and short abstract during the spring semester, in the weeks preceding the conference.
  
6. Assist in the HTP faculty evaluation every semester.
  - Allow class time for the distribution and collection of the HTP evaluations from students who are in the program.
  - Complete the evaluation process in a timely manner.
  
7. Communicate with your division office and the HTP director during the process of creating future class schedules.
  - Depending on the division, the HTP faculty member may work with the division dean or the administrative assistant, when stating their preferences for HTP sections and/or times. Please "cc" a copy of these emails to the HTP director.

NOTE: Alpha Gamma Sigma (AGS) Honor and Scholarship Society is a statewide organization for community college students. It is completely separate from the Honors Transfer Program, and has its own benefits and requirements. Students interested in joining AGS should apply for membership at the main counter in the Student Activities Center.

# PROGRAM REQUIREMENTS FOR STUDENTS

## Purpose

The El Camino College Honors Transfer Program (HTP) is designed to better prepare the highly motivated student to transfer to a university and complete a bachelor's degree. The program provides a unique learning environment which stresses scholastic excellence and develops the academic awareness necessary to achieve this goal. The major objective of the program is to better prepare students for transfer by focusing on enhanced reading, writing, research and critical thinking skills.

## Admission Requirements

1. Have at least 3.1 unweighted total academic GPA for grades 9-12 on the high school transcript, or from all transferable college coursework (at least nine units).
2. Be eligible for (or have completed) English 1A. Eligibility for English 1A is determined by the ECC English Placement Test, by a score of 3 or higher on the Advanced Placement English Test, or by successful completion of prerequisite courses at ECC or another accredited college.
3. Complete an Honors Transfer Program application and submit all required materials by the deadline. Materials include an essay on a specified topic, verification of English 1A eligibility, and high school (or college) transcripts. **High school students** must submit transcripts through the end of the fall semester of their senior year. **College students** must submit all college transcripts. Prospective HTP students who do not have an eligible GPA from high school, and continuing ECC students who have completed fewer than nine transferable units, must also submit a "Grade Progress Report" (available in the HTP office) after the mid-point of the semester, to join the program for the following semester.

## Continuation Requirements

1. Maintain a minimum 3.1 cumulative GPA.
2. Complete English 1A during the first semester in the program (unless it has already been completed).
3. Complete at least one honors course each semester with a minimum grade of C
4. Attend at least one enrichment seminar each semester (for a total of four seminars).

## Completion Requirements

1. Be active in the HTP for at least two regular (fall and spring) semesters.
2. Earn a minimum 3.1 cumulative GPA in all transferable coursework.
3. Complete at least five honors courses with a minimum grade of C.
4. Attend at least four honors enrichment seminars (or Alternate Enrichment Activities).
5. Complete at least two scheduled half-hour counseling appointments, one of which must include an educational plan.
6. Submit an **HTP Completion Form** to the program office during November of the final year at ECC.

# HOW AND WHEN A STUDENT APPLIES TO THE HONORS TRANSFER PROGRAM

All eligible students are accepted to the Honors Transfer Program. To apply, a student must complete and submit all required materials described in the **HTP Student Handbook and Application**. Copies of this Handbook are available on the HTP information counter located in the Counseling Division.

Submit these materials:

1. A completed copy of the application form.
2. An application essay (typed, double spaced, at least 600 words).
3. Verification of eligibility for (or completion of) English 1A.
4. High school transcript or college transcripts for all colleges attended.

A **Grade Progress Report** (signed by all current instructors) is required for all current ECC students who have completed fewer than nine graded units.

Application materials must be submitted to the HTP office located in the Student Services Center, Room 102F, Monday-Thursday 9:00am-6:00pm. **Place your application in the tray on the HTP office door.**

## **To Join for Spring:**

Applications will be accepted **October 1 – 31**

## **To Join for Summer or Fall:**

Applications will be accepted **March 1 – March 31**