

# Student Handbook

**2021-2022**



**Celebrating 23 Years of  
Academic Excellence**



# Table of Contents

---



## Honors Handbook

<b>1. 2021-2022 Honors Courses</b> . . . . .	<b>3</b>
<b>2. Membership Requirements</b> . . . . .	<b>4</b>
<b>3. Honors Scholar Award</b> . . . . .	<b>5</b>
<b>4. The Honors Curriculum</b> . . . . .	<b>6-7</b>
Honors Courses	
The Honors Seminar	
Automatic Honors Courses	
<b>5. Honors Contracts</b> . . . . .	<b>8-9</b>
<b>6. The Honors Club</b> . . . . .	<b>10-11</b>
Club Overview	
Club Committees	
Club Officers and Election Policy	
<b>7. Who's Who in the HP</b> . . . . .	<b>12</b>
<b>8. Honors Center Code of Conduct</b> . . . . .	<b>13</b>
<b>9. More Honors Details</b> . . . . .	<b>14</b>
The Honors Canvas Site	
The Honors Research Symposium	
UCLA TAP Certification	

## Appendix

Honors Philosophy Statement
Honors Contract Cover Sheet
Sample Honors Contract Proposals



# Honors Courses 2021-2023

	Honors Course	Professor	Honors Category
<b>Fall 2021</b>	<b>English 100</b> Honors College Composition	Jackson	Humanities/Fine Arts
	<b>English 124 -- ONLINE</b> Honors Children's Literature	Buettner	Humanities/Fine Arts
	<b>History 61</b> Honors History of African Americans since 1865	Lemay	Social/Behavioral Sci
	<b>Humanities 30</b> Modernist Paris: Artists & Intellectuals	Saito	Humanities/Fine Arts
	<b>Math 110</b> Honors Introduction to Statistics	Estrada	Math/Science
	<b>Speech 110-- ONLINE</b> Honors Public Speaking	Arcidiacono- Kaufman	Social/Behavioral Sci
	<b>Philosophy 122</b> The Ethics of Life	Haven	Honors Seminar
<b>Spring 2022</b>	<b>Art 5</b> Honors Visual Arts	Sanchez	Math/Science
	<b>Astronomy 10</b> Honors Introduction to Astronomy	Cabral	Humanities/Fine Arts
	<b>Economics 5 or 10</b> US Economic History or Microeconomics	Lugani	Social/Behavioral Sci
	<b>English 221</b> Honors Composition & Critical Thinking	Sterling	Humanities/Fine Arts
	<b>Music 15</b> Honors Basic Music	Zuniga	Humanities/Fine Arts
	<b>Speech 150</b> Honors Intercultural Communication	Feere	Social/Behavioral Sci
	<b>Philosophy 122</b> Honors Ethics of Information	Mc Grath & Goff	Honors Seminar
<b>2022- 2023</b>	<b>S u m m e r 2 0 2 2</b>		
	<b>Philosophy 122: The Ethics of Technology</b> - <i>Professor Jennifer Smith</i>		
	<b>F a l l 2 0 2 2 &amp; S p r i n g 2 0 2 3</b>		
	<b>Art/Humanities 35: Mesoamerican Culture through Ceramics</b> <i>Professor Lucy Snow</i>		
	<b>Astronomy 10: Introduction to Astronomy</b> <i>Professor Scott Cabral</i>		
	<b>English 100: College Composition</b>		
	<b>English 230: Thinking &amp; Writing Critically about Literature</b>		
	<b>History 57: History of American Women since 1877</b> <i>Professor Courtney Goen</i>		
	<b>Music 10 or 12: Music Literature or American Popular Music</b> <i>Professor Luis Zuniga</i>		
	<b>Philosophy 100: Introduction to Philosophy</b> <i>Professor Lester Abesamis</i>		
<b>Political Science 43: International Relations</b> <i>Professor Ryan Hiscocks</i>			
<b>Speech 110: Public Speaking</b> <i>Professor Star Steers</i> – <b>Brentwood Campus</b>			
<b>Speech 130: Interpersonal Communication</b> <i>Professor Marie Arcidiacono-Kaufmann</i>			
<b>Philosophy 122: Honors Ethics Seminar</b> – <i>Offered both Fall &amp; Spring</i>			
<b>+ 2 More Courses TBA</b>			

# Membership Requirements

## Active Membership

To be an “Active Member” of the Honors Program for 2021-22, students must fulfill **both** of the following requirements:

1. Honors Course/ Contract Completion
2. Honors Club Involvement

### Honors Course/Contract Completion

To fulfill this requirement, you must complete **two** Honors Courses or Contracts this academic year (Summer 2021 through Spring 2022 ) with a grade of C or better. Most students take one per semester, but if it suits your schedule you can also take two in one semester. For example, you might take two Honors Courses for Fall 2021 but none in Spring 2022.

**NOTE:** *Students who join halfway through the year only need ONE Honors Course/Contract to fulfill this requirement. That is, if your first semester in Honors is Spring 2022, taking one Honors Course/Contract is sufficient.*

### Honors Club Involvement Requirement

All Honors Program members are automatically members of the Honors Club. To be an Active Member of the program, you must be “involved” in the Club both semesters this academic year. **Involvement is defined by fulfilling four hours of Honors Club activity per semester for a total of eight hours for the year.**

Examples of involvement might include: attending an Honors Club meeting, participating in an Honors community service event, ushering at an Honors sponsored political debate, or donating food or supplies to the LMC Marketplace Pantry. See pp. 10-11.

### What if I Don't Fulfill the Participation Requirements?

Each spring all students who have not fulfilled the membership requirements are removed from membership lists. These students will be notified and must reapply if they wish to participate in the future. Only Active Honors Students receive a membership certifi-

cate and recognition in the award ceremonies. Students who have been unable to be active because of unusual personal circumstances may petition the Board for a waiver so they can continue in the program.

## Mid-Year GPA Check

Honors Students are expected to keep their grades up. As detailed below, you need a 3.25 or higher GPA to continue in the program and/or receive your Honors Scholar award. To help you track this, your cumulative GPA will be checked after the fall semester ends. Students whose GPA has fallen below 3.0 will be placed on “Honors Probation” meaning you will be required to regularly touch bases with the Honors Counselor and submit grade-check reports to the Honors Office.

## Membership Renewal

To continue in the Honors Program for the 2022-23 academic year, Active Honors Students must have a cumulative GPA of 3.25+. Once spring grades are reported, the Honors Director checks GPAs. Students who have dropped below 3.25 will not have their membership renewed, though they may reapply when they've brought up their grades. In special circumstances, students may petition the Honors Board to waive this requirement.

### 2021-22 Member Checklist

- + **Complete 2 Honors Courses or Contracts**
- + **Be active in Honors Club 2 semesters**
- + **Maintain a 3.25 cumulative GPA**

# Honors Scholar Award

## Scholar Requirements

The Honors Scholar award is the highest academic award granted by Los Medanos College. To become an Honors Scholar a student must fulfill **all three** of the following:

- 1. Complete Five Honors Courses or Contracts with a grade of “C” or better including:**
  - ◇ **The Honors Seminar**, a Philosophy 122 ethics course offered every semester;
  - ◇ An Honors Course/Contract in **Humanities or Fine Arts**;
  - ◇ An Honors Course/Contract in **Social or Behavioral Sciences**;
  - ◇ An Honors Course/Contract in **Science or Mathematics**.
  - ◇ An **elective** Honors Course/Contract in any discipline
- 2. Be involved in the Honors Club**
- 3. Have a cumulative GPA of 3.25 or higher.**

*NOTE: If a student has already taken Philosophy 122 prior to joining the program, he/she/they may substitute any Honors Course in its place.*

## Credit/No Credit

One of the five Honors Courses (or courses attached to an Honors Contract) may be taken on a Credit/No Credit basis to become an Honors Scholar.

## Benefits Of Being An Honor Scholar

As a proud Honors Scholar you'll receive:

- ◇ A gold Honors Scholar medal bestowed in the Honors Awards Ceremony
- ◇ A certificate recognizing your accomplishment
- ◇ Special recognition in the LMC Graduation Ceremony program.

## UCLA Transfer Certification GPA

Honors Scholars who have a 3.5 or higher cumulative GPA may be certified to receive special admission consideration at UCLA. See pg. 14.

## Must I Become An Honors Scholar?

No. For a variety of reasons, many students choose to take only a few Honors Courses. For example, if you join with only a few classes left to take at LMC, you might not be able to fit five Honors Courses in your schedule. But remember, even one or two Honors Courses/Contracts look great on your transcript and you can still brag about being a program member and participate in all our activities.

**5 Honors Courses**

Humanities/Fine Arts  
Science or Math  
Social/Behavioral Science  
Honors Seminar  
Honors Elective

+

**3.25  
GPA**

=

**Honors  
Scholar  
Medal**

# The Honors Curriculum

---

## Honors Courses

Honors Courses are special sections of LMC classes which are more advanced and are only open to Honors Students. Honors Courses are the best way to get honors credit on your transcript because they offer an intensive and personal experience in a community of similarly high-achieving students. We choose some of LMC's best professors to teach these courses which meet most students' transfer and AA/AS general education requirements. To help students progress through LMC, we rotate these courses on a regular basis and students are recommended to plan their schedules around them. See page 3 for the 2021-23 classes.

### Do They Have A Lot More Work?

No. Honors Classes don't have *more* work than their regular counterparts, rather they have *different* work. For example, whereas the honors section of a course might allow students to choose their own essay topics, the regular section might have one mandated by the teacher. It is also often the case that Honors Courses use more advanced books and cover more sophisticated material so you'll get to dig deeper.

Bottom line— you will work harder in your Honors Courses, but they will likely be your favorites because of the fascinating material and the stimulation you'll get from your fellow Honors Students. Plus, the Honors Courses are great preparation for the advanced work you'll encounter when you transfer!

### How Will Honors Courses Be Graded?

Honors Courses are not graded on a curve so you will not be forced to compete for a limited number of A's. Your Honors Professors know that you are being graded on material which requires more. This additional effort required in an Honors Course will be reflected in your grades, but as in any class, students who fail to meet course standards will be assigned low marks.

## Honors Course Characteristics

No single model of an Honors Course can be superimposed on all disciplines. There is rich variation among different departments and professors in their modes of inquiry, pedagogical approaches and types of assignments. However, certain characteristics are often present in the most effective Honors Courses:

### Honors Courses emphasize advanced topics and deeper understanding

- ◇ More sophisticated reading assignments; primary sources instead of excerpts, anthologies and summative textbooks; novels instead of short stories, etc.
- ◇ Exposure to more advanced material and cutting edge ideas, research and trends
- ◇ Emphasis on challenging writing assignments that require generative rather than responsive work and higher levels of synthesis
- ◇ Assignments which involve substantial research and which emphasize problem solving

### Honors Courses emphasize creative & collaborative teaching & learning.

- ◇ More student-directed and generated teaching, projects and assignments
- ◇ Collaboration and group projects encouraged
- ◇ Dialogue used as a learning tool as students are guided through the preparation, presentation, critique and counter critique process
- ◇ Team-taught, paired or themed Honors Courses encouraged
- ◇ Healthy competitions used to motivate students: quiz games, debates, etc.



## Honors Courses give students more opportunities to engage with material in the real world.

- ◇ A “beyond books” or “out-of-the-classroom” approach to material: field trips, surveys, laboratories, field work
- ◇ Service Learning/ Community Engagement part of class assignments
- ◇ Wider variety of knowledge sources: conferences, guest lecturers, etc.
- ◇ Assignments that encourage students to relate material to their own lives

## Honors Courses create a safe community of learners that stimulates students’ intellectual courage

- ◇ Honors Professor as a model of a curious and enthusiastic learner
- ◇ Emphasis on intellectual intimacy and a shared delight in exploring a topic
- ◇ Establishment of an authentic classroom community to create more self-confidence and bonding for students

## The Honors Seminar

The Honors Seminar is a semester-long interdisciplinary Philosophy 122 course which helps students engage with real world controversies about challenging ethical dilemmas. Each Seminar covers cutting edge topics and has all the same benefits of Honors Courses: small size, great professors and wonderful classmates. *We recommend that you take this course towards the end of your time at LMC.* It is offered every fall, spring and summer and is required for all Honors Scholars.

### 2021-22 Honors Seminar Topics

**Fall 2021:** *The Ethics of Life* Professor Edward Haven

**Spring 2022:** *The Ethics of Information* Professors Christina Goff & Cindy McGrath

## Automatic Honors Courses

The Honors Program grants “automatic” honors credit for students taking certain advanced math and science courses. These courses count towards the Honors Scholar requirements but do not appear on students’ transcripts. **Note that Automatic Honors Courses do NOT apply towards UCLA Honors TAP Certification.** This means that while Automatic Honors Courses will help you receive your LMC Honors Scholar medal, you cannot count them among the five required Honors Courses for UCLA.

If you are not applying to UCLA, this doesn’t concern you at all. But if you are, please be sure you have at least five non-Automatic Honors Courses/Contracts and your Honors Scholar medal.

The Automatic Honors Courses are

- ◇ **Biological Science 20 & 21;**
- ◇ **Chemistry 28 & 29;**
- ◇ **Math 230, 240 & 250**
- ◇ **Physics 40, 41 & 42, and**
- ◇ **Registered Nursing 22, 26, 31 & 36.**

## Honors Contracts

Honors Contracts are individually designed projects attached to non-Honors sections. They give program members who cannot fit Honors Courses into their schedule the opportunity for academic work in the Honors Program. Honors Contracts give you the unique opportunity to work one-on-one with your professors on personally created projects which complement the regular work in the course attached to the Contract. This is a great opportunity to get creative and receive Honors transcript credit at the same time. However, you should be aware that Honors Contracts take a lot of self motivation, organization and discipline, so be prepared. *See the next section for more information on Honors Contracts.*

# Honors Contracts

---

## Honors Contract Eligibility

**Honors students must obtain the approval of the Honors Directory by the end of the second week of classes to initiate an Honors Contract.** The Director will give approval when:

- ◇ The Honors Contract is in accord with the student's educational plan and is reasonable given the total units being taken; and
- ◇ The student has a strong interest in a self-directed project and demonstrates appropriate planning skills likely to make the Contract successful.

Honors Students are strongly encouraged to begin the planning process *the semester before* the Contract.

## Honors Contract Guidelines

- 1.** The Honors Contract Project should take about **25 hours** for the student to complete.
- 2.** The Honors student should have **regular contact with the professor** for guidance. There should be at least seven contacts: about one every two weeks.
- 3.** There should be **clear outcomes** for the project which may include one or more of the following:
  - 12-15 page Research Paper
  - Demonstration of an advanced skill
  - Creative Project such as a musical performance or artwork
  - Class Presentation
  - Service/Community Based Learning Project

## What Courses Are Eligible?

Any college level course is eligible for Honors Contract credit. This excludes things like Beginning or Intermediate Algebra, etc.

## How Do I Initiate An Honors Contract?

First, attend the Honors Contract Workshop and start conversations with your mentor professor. Then, by the end of the second week of class, fill out the online Honors Contract Director Approval form. If

the Director grants this approval, you will develop a proposal for your Contract project which is due by the end of the fourth week of class. This proposal will clarify exactly what you plan on doing for your Honors Contract, how you will do this, and when it will all be done. The "Honors Contract Proposal Form" and sample proposals are in the Appendix.

## Proposal Development

Typically you will bounce back and forth between your professor and the Honors Director as you develop your proposal. Your professor is the expert on the subject matter, while the Honors Director is the expert on the proposal review process. Most students find that they go through multiple drafts as they refine their idea and clarify their project.

### **Be sure you design a project that is the right size.**

25 hours may sound like a lot, but most first drafts are way too ambitious in their scope.

### **Develop a precise question that drives the research.**

You want to pursue something that is neither too general, nor too specific. For example, saying your project will investigate race relations in the U.S. military is way too broad. A better topic would be to research how the creation of African American battalions during the Civil War affected the next 20 years of integration policies in the Army.

### **Be specific about outcomes and quantify whenever possible.**

If you're writing a paper, how many pages will it be and when will you turn in your drafts? If you're composing a piece of music, be specific about the length of its performance and how many musicians will be involved.

## Submitting Your Proposal

When your proposal is finalized, have your professor approve it and submit the Honors Contract Proposal Form to the Honors Director by the deadline, typically the end of the fourth week of classes. The Honors Advisory Board then meets to review all proposals and decide whether they are approved, need revision, or are not acceptable.

## Notification of Proposal Status

Within one week the student and professor will be notified by e-mail of the Board's decision. If the Board has requested revisions, the student has one week to get an updated proposal back to the Honors Director.

## Completing the Contract

Once the Honors Contract has been approved, the student proceeds according to the plan. At the end of the semester, the project is turned into the professor who determines whether it meets the guidelines agreed upon. If it is deemed satisfactory, the professor contacts the Honors Director who will ensure proper credit is given for the Honors Contract.

## How Will Honors Contracts Be Graded?

The Honors Contract is graded on a "Pass/No Pass" basis and will in no way affect the student's grade in the course. Successful completion of the Honors Contract will result in the student's receiving honors credit for the course on her/his transcript and a certificate noting the accomplishment. Note that you must receive a "C" or better in the course to receive this honors credit.

## Can I Drop My Honors Contract?

Honors students may drop out of the Honors Contract obligation at any time during the semester. This termination of the Contract will not go on the student's transcript, however s/he/they will not receive Honors credit for the class. Failure to complete an Honors Contract will be taken into account the next time the student submits a contract proposal and if this happens twice, the student's membership in the Honors Program will be reviewed by the Board.

## Can I Get An "Incomplete" In My Contract If I Don't Finish In Time?

The Honors Contract must be completed before the end of the semester. There are no Incomplete grades allowed for honors contracts. However, in the case that the student receives an Incomplete in the overall course in accordance with college guidelines, the student shall be permitted time to complete the Honors Contract along with the course.

## Honors Contract Checklist

- + **Honors Director Approval by Week 2**
- + **Obtain Your Professor's Agreement**
- + **Collaborate with Honors Director and Professor on Proposal**
  - **What topic or skill from the regular class do you want to expand?**
  - **What will the final outcome of your project be? Paper? Performance? Artwork? Etc.**
  - **Conduct initial research to determine feasibility**
  - **Refine drafts of your proposal until you have both the Honors Director and your Professor's approval**
- + **Turn in Approved Proposal by Deadline**
- + **Respond to Honors Board Review**
- + **Get to Work and Complete Project by Agreed Upon Deadline.**

# The Honors Club

---

## What is the Honors Club?

The Honors Club is an extra-curricular student organization which adds a social and leadership dimension to the Honors Program. We are one of the most active groups on campus and organize lots of fun, stimulating and helpful events for our members and the LMC community. Honors Students are encouraged to get involved with the Club, make friends and have fun – all important parts of the college experience! And, of course, you know that universities and scholarship agencies are looking for students who combine academic excellence with extra curricular activities. Why not get involved or become an officer this year?

## Club Membership & Purpose

All members of the Honors Program are automatically members of the Club. The Club's purpose is to enrich the Honors Program, LMC and our community by organizing intellectual, cultural and social events.

## Club Structure

The Honors Club focuses on four main initiatives each of which has an officer in charge known as the "Ambassador" who organizes events. The four main officers (President, Vice President, Secretary, Treasurer) work with these Ambassadors to coordinate all the Club's activities and priorities. All officers sit on the Executive Board which meets weekly.

## Honors Club Initiatives

### Enrichment Event Initiative

This branch of the club organizes intellectually and artistically stimulating events to enrich all of LMC. Examples include film festivals, political forums, and guest speakers.

### Social Initiative

The Social Ambassador plans fun events for LMC Honors Students and their guests. Examples include pizza/holiday parties, game nights, fun contests and outings like ice-skating, hiking or museum expeditions.

### Fundraising Initiative

This important branch of the Honors Club raises money to help support Club activities. Examples include organizing our famous Pie in the Face Contest, See's Candy and food or merch sales.

### Outreach Initiative

The Outreach Ambassador organizes ways for Honors Students to help our community. Examples include volunteering at local food distribution centers, donations to charity drives, park clean-up events etc.

## Club Requirement

To be an Active Honors Student, you must help for **four hours per semester** with club events. Hours can be attained by attending club meetings or volunteering at an Honors-sponsored activity. Note that only half of your hours can be fulfilled by attending club meetings.

## Officer Elections

Officer Elections are held in two waves. At the end of each spring, the President, Secretary, Treasurer, Fundraising and Communications & Publicity Officers will be elected from continuing Honors Students for the following year. In the fall the remaining officers will be elected. This allows new students to run for an office, but ensures summer planning can take place.

All Honors Students are eligible to run for any position and you are allowed to run for more than one office. This is encouraged as most of the races are competitive. Up to two people can share an office.

# Honors Club Officers

---

## Club Officer Duties

### President

Set direction for and help coordinate all club activities; chair the Executive Board.

### Vice-President

Assist the President and perform the duties of President in her/his/their absence.

### Secretary

Keep minutes of all Executive Board meetings.

### Treasurer

Keep track of all Club monies and facilitate our deposits and check writing.

### Enrichment Event Ambassador

Organize events that enrich the greater LMC community such as guest speakers, film festivals etc.

### Fundraising Ambassador

Raise money to help fund club events.

### Social Ambassador

Organize fun social events for Honors Students.

### Outreach Ambassador

Arrange opportunities for Honors Students to help our community with events such as park cleanups, food pantry volunteering and collecting clothing donations for local charities.

### Inter Club Council Ambassador

The Inter Club Council (ICC) is made up of representatives from all LMC Student Clubs. Its purpose is to facilitate communication between the clubs and to distribute funds to assist them with events they organize for the entire campus. The Honors ICC Ambassador attends the weekly ICC meetings, shares details about

Honors Club activities and reports back on other clubs' plans. The ICC Ambassador also facilitates Honors Club requests for ICC funds.

### Communications and Publicity Ambassador

Post announcements on the Honors Canvas page, and Honors Center bulletin board. Work with the *LMC Experience* and Student Activities to publicize upcoming event. Send Honors texts and Twitter reminders.

### Historian

Maintain a scrapbook and/or blog for the Honors Program, Take and post photos on the Honors Instagram account and Honors Center bulletin board.

## Honors Club Past Events

- ◇ Retirement Home Pen Pal Project
- ◇ Desk Decorating Contest
- ◇ Bad Poetry Night
- ◇ Election 2020 Do the Math Series
- ◇ "Retire Rich" personal investment workshop
- ◇ Fake News Panel
- ◇ Local Park Cleanups
- ◇ Political Debates  
Legalizing Marijuana  
Same-Sex Marriage
- ◇ Pechakucha Speaker Event

# Who's Who in Honors

---

## Honors Directors

As the Honors Director, Professor Jennifer Saito oversees and coordinates all program details. She also maintains the program's ties with honors organizations and transfer partners. Jennifer is responsible for certifying students as Honors Scholars and works closely with them in the transfer admissions process. Any issues Honors Students have besides planning their academic schedules should be brought to Jennifer; she's here to help you be successful and have an enjoyable experience.

## Honors Assistant

Maureen Willhoite assists Jennifer in making everything happen. Whether it's ensuring you get the right certificates, arranging details for Honors trips or co-advising the Honors Club, Maureen is the glue that holds everything together. Her office across the lounge from the Honors Center; come ask her anything!

## Honors Counselor

Luis Morales meets with Honors Students in workshops or one-on-one to help them choose their classes, discuss their major, pick transfer universities and other academic planning details. We recommend you plan to see him at least once per semester.

## Honors Advisory Board

The Honors Program Advisory Board is made up of Los Medanos faculty, classified staff, students and administrators. Its role is to create policy and procedures, oversee admissions, select the honors courses and approve Honors Contract proposals.

## 2021-2022 Board Members

Rachel Anicetti, Marie Arcidiacono-Kaufman, David Belman, Jill Bouchard, Scott Cabral, Rick Estrada, Edward Haven, Ryan Hiscocks, Scott Hubbard, Briana McCarthy, Cindy McGrath, Luis Morales, Ryan Pedersen, Jancy Rickman, Jennifer Saito, Eric Sanchez Alex Sterling, Maureen Willhoite and Luis Zuniga.

## Active Honors Members

Every student who is admitted to the Honors Transfer Program and fulfills the participation requirements (see pg. 4) is considered an "Active Member" and may place this designation on her/his/their scholarship and transfer applications. Active Members receive a certificate of membership at the end of each academic year.

## Honors Scholars

Any student who completes the five required Honors Courses with a 3.25 or higher GPA and has two semester of Honors Club participation and is considered an "Honors Scholar". This is the highest academic award granted by Los Medanos College. See pg. 5.

If you will be continuing at LMC after receiving your Honors Scholar award you have "emeritus status" in the program which means you no longer need to take Honors Courses to be an active member. You do, however, need to maintain your Club Hours.

## The Honors Center

Okay, technically this shouldn't be in the "Who's Who" section, but you'll find that the Honors Center plays just as important a role in the program as all the folks listed above. The Honors Center is the hub of the program -- a great space for Honors Students to collaborate on projects, study, meet with the Honors Director, work on the Honors Club, and (of course) hang out!

# The Honors Center

---

## Honors Center Hours

Each semester's Honors Center hours are determined by Honors Course scheduling so students have access to resources before and after their classes. As LMC transitions back to in-person services, hours may vary with campus policies.

## Honors Center Resources

The Honors Center has computers, study tables and comfortable seating. We also have most office supplies you'll need. Printing is free for Honors Students but please don't take advantage of this policy. Try to limit your printing to 20 pages at one time and whenever possible print on *both sides* to conserve paper.

Your guests are welcome to be in the Honors Center with you, but please be sure they respect the Honors Center Code of Conduct as explained below.

## Code of Conduct

The Honors Center is a public space and it is a place of business for faculty, staff and students. To help foster an environment that supports these efforts, here are some community guidelines to keep in mind:

### Honors Center Environment

**The primary purpose of the Honors Center is to be a quiet place where Honors Students can study, hang out and collaborate quietly with their fellow students.** In general loud socializing and amplified music/videos are not permitted, but feel free to adjourn to the nearby lounge for noisy fun. The lounge also has computers you can use if you need to participate in online classes while on campus.

### Professional Dialogue

The way we speak and act together should demonstrate our mutual respect. Avoid profanity and/or derogatory ethnic, gender or sexual orientation slurs.

### Computer Priority

Computer usage is primarily for homework, communication and research. **No games are allowed.** Also, please be ready to give up the computer if you are just watching YouTube when others need it for homework.

### Amplified Sounds

Please use headphones when listening to music or watching videos so as not to disturb studying students.

### Food and Drink

Eating is fine in the Honors Center, but please clean up after yourself. All food left (even for a few minutes) on a table may be thrown away.

### Public Displays of Affection

While we all love being in love, nobody loves to have their studying distracted by "overly amorous" public displays. Please be respectful of your fellow Honors Students.

# More Honors Details

---

## The Honors Canvas Site

Los Medanos College uses Canvas to deliver online components of its classes and services. The Honors Canvas site is used to disseminate announcements, give you easy access to important links and forms, and has specialized modules to supplement this handbook. Be sure to check it regularly.

## Honors Research Symposium

This statewide conference for community college honors students is the premier academic event of the year. Typically held every spring at either Stanford or UC Berkeley, the Honors Research Symposium gives you an opportunity to present your work in an academic setting to fellow scholars. Most students who participate call this the most important and life-changing academic event of their time at Los Medanos College.

Any research project you complete in an Honors Course can be submitted for presentation at the Symposium. The selection process is very competitive. Typically only about 35-40% of proposals are accepted, but don't worry - Jennifer will help you with yours. And, if you're selected, a team of professors will work with you to prepare and practice your talk.

We are hopeful the Symposium can occur during Spring 2022. If so, there will be workshops to help you get started on your proposal to present which will be due around Valentine's Day.

## UCLA Transfer Certification

Los Medanos is proud to be the one of only two East Bay community colleges to be part of the coveted UCLA Transfer Alliance Program (TAP). This program gives special admission privileges to qualified students. See their website at <http://tap.ucla.edu/>

### Who qualifies for TAP Certification?

Honors students with at least a **3.5 GPA** who are **on track to complete, their Honors Scholar requirements including at least 5 non-Automatic Honors Courses/Contracts** by the end of Spring 2022 can be TAP Certified. Note that this GPA is *higher than* what you need to receive the Honors Scholar award.

### How does the TAP Certification Work?

When you apply to UCLA in November be sure to strategically choose an allowed "alternate major" after consulting with Luis and Jennifer. By early February, she will contact all UCLA applicant Honors Students who are on track to complete their Honors Scholar requirements by the end of the spring semester to start the online certification process. The deadline for this certification is generally early March.

### How will TAP Certification Help Me?

TAP Certification provides admission benefits **ONLY** for students applying to UCLA's College of Letters and Science. So, if you're an engineer, nurse, or performing arts major the certification won't help you.

All TAP certified students are allowed to choose an alternate major. For example, your primary major might be English, and your alternate major Comparative Literature. If you are not admitted under your primary major, you are given a second chance to be considered for this alternate major. Statistically, TAP students tend to be admitted to UCLA more than twice the regular rate, quite a boost! Certain impacted majors (such as Psychology) are not allowed as your alternate major. See the TAP website for more information.



# Appendix

---

**Honors Program Philosophy Statement**  
**Honors Contract Proposal Cover Sheet**  
**Sample Honors Contract Proposal**



# Program Philosophy Statement

The Los Medanos College Honors Program prepares highly motivated students for transfer to selective universities and gives them the opportunity to obtain their Associate's Degree with an enhanced academic experience. The program also helps create "lifelong learners" and builds the intellectual and social skills needed for success outside the classroom by offering students access to challenging courses, independent research projects, cultural events, and personalized academic and transfer guidance. To streamline this transfer process, the program is committed to negotiating priority or guaranteed admission and scholarship offerings for its graduates at competitive public and private universities.

The opportunities created by the Honors Program will extend to the entire college community which will benefit from Los Medanos' reputation as a first-rate academic institution. Faculty, in particular, will be supported and encouraged by the Honors Transfer Program to create innovative curriculum and sponsor cultural and intellectual activities for students.

Many of our students have struggled through adversity to achieve intellectual mastery. While talent itself is a resource, it needs expression and guidance. To this end, the Honors Program takes seriously its mission of both recruiting and cultivating honors students, nurturing and encouraging those who might never have considered themselves capable of success in an enhanced learning environment or prominent university.





# HONORS CONTRACT PROPOSAL OVERVIEW

<b>Student Name:</b> _____	<b>Student E-mail:</b> _____
<b>Professor Name:</b> _____	<b>Prof. E-mail:</b> _____
<b>Course Number and Title:</b> _____	<b>Section Number:</b> _____

**This form gives an overview of the information you will need to submit ONLINE by 11:59PM on Friday, September 17 to have an Honors Contract approved for Fall 2021.**

**You will be asked to provide evidence of your professor's approval by forwarding an email from them indicating their willingness to mentor this project.**

- 1. Project Goal, Driving Question and Thesis:** What is the ultimate learning goal of this project? What question drives all the work on this project? If applicable, what is your current working thesis?
- 2. Project Outcomes:** What will be the outcome and/or evidence of completion of this project? Be specific about quantity whenever possible.
- 3. Paper Outline:** If your project involves turning in an analytical, research or informative paper, please provide a rough outline.
- 4. Project Resource List:** List various sources (books, magazines, personal interviews etc.) you intend to consult as you complete your project. Be specific.
- 5. Project Process & Timeline:** Please detail the steps you will take as you complete your honors project along with a timeline for each step's completion. Include your scheduled meetings with your professor.

**I certify that I have reviewed and approved the final version of this Honors Proposal Contract. The academic standards reflected in this Proposal are of high quality and meet my expectations for an Honors Contract. I will meet with the student regularly and ensure that the final product fulfills this Contract.**

**Professor Signature** \_\_\_\_\_





**APPROVED**  
Biological Science 40

## HONORS CONTRACT PROPOSAL

**Background:** In Anatomy class, we will be dissecting cadavers to better understand how the human body works. We will not have the opportunity to dissect a human breast. Being a woman myself, I wish to better understand the process of someone who is diagnosed with breast cancer, the process of a mastectomy, and the way surgeons can reconstruct a breast using abdominal muscle.

### **1. Project Goal and Objectives:**

**Goal:** The goal of my project is to analyze and dissect the breast and abdomen of a human body to obtain a better understanding of how muscle flaps are used to reconstruct breasts, post-mastectomy.

### **2. Project Outcomes:**

The outcome of this project will be a 3-5 page lab report with a detailed description of the dissection procedure and discussion questions at the end for a greater understanding of the human breast. The lab procedure will be a 2-3 hour dissection. A 6-8 page paper will also be completed about the description of the parts of the breast, how the breast can become diagnosed with breast cancer, and how the reconstruction process using abdomen muscle works after a mastectomy.

### **3. Lab Report Outline:**

**Objective:** My objective is to learn the anatomical parts of the breast that become diagnosed with breast cancer, the process of removal of the breast, and the breast reconstruction process that can occur using the transverse rectus abdominis flap approach.

**Materials:** Forceps, scalpel, sharp/blunt scissors, hemostats for pulling away skin, grooved director to cut tissue.

**Procedure:** First, I will examine the breast and make some incisions in order to create a skin flap. This skin flap will then be pulled back to reveal the anatomy of the breast. The process of a mastectomy will be overviewed but cannot be completed if there is no tumor present. The abdomen of the cadaver will then be cut open and examined in order to understand where the muscle and fatty tissue will come from to reconstruct the breast.

**Discussion Questions:** What does the anatomy of a normal, healthy breast look like? What tissues and parts of the breast are affected by breast cancer? How do other parts of the body contribute to breast reconstruction?

#### 4. Paper Outline:

##### I. **Breast cancer types**

- Non-invasive versus invasive breast cancer
- Where the cancer originates determines the type of breast cancer
- Effects of breast cancer on the body
- Tissues that are affected by the cancer
- Specific actions for specific nerves that supply the treatment

##### II. **Mastectomy**

- Depending on what stage you are in determines your treatment
- Different types of mastectomy
- Hormonal therapy and chemotherapy in conjunction with mastectomy

##### III. **Reconstruction of the breast**

- Types of reconstruction
- What the blood supply to the muscles effects
- Focus on the TRAM (transverse rectus abdominis muscle) flap approach
- Procedure for the process of reconstructing using an abdominal muscle

#### 5. Project Resources List:

**Books:** Tortora, Gerard J., and Mark T. Nielson. *Principles of Human Anatomy*. Hoboken, NJ: John Wiley & Sons, 2012. Print.

**Websites:** "Breast cancer types: What your type means – MayoClinic.com." *Mayo Clinic*. Mayo Clinic Staff, 23 Dec. 2009. Web. 30 Aug. 2011.  
<<http://www.mayoclinic.com/health/breast-cancer/HQ00348>>.

"Treatment and Side Effects." *BreastCancer.org – Breast Cancer Treatment Information and Pictures*. N.p., 27 Apr. 2011. Web. 30 Aug. 2011.  
<<http://www.breastcancer.org/treatment>>.

"Types of breast reconstruction." *American Cancer Society :: Information and Resources for Cancer: Breast, Colon, Prostate, Lung and Other Forms*. N.p., 1 Sept. 2009. Web. 30 Aug. 2011.  
<<http://www.cancer.org/Cancer/BreastCancer/MoreInformation/BreastReconstructionAfterMastectomy/Breast-reconstruction-after-mastectomy-types-of-br-recon>>.

**People:** Possible surgeon interview.



## 6. Project Process and Timeline:

<b>Weeks</b>	<b>Process</b>	<b>Meeting Schedule &amp; Outcomes</b>
1-3	Develop project outline Find potential sources Write Honors Proposal	<i>Meetings with Prof. St. Amand every other Wednesday</i> PROPOSAL TURNED IN TO HONORS BOARD BY SEPTEMBER 1 <sup>ST</sup>
4-8	Conduct research on the Different types of breast cancer Write draft of part I	<i>Meetings with Prof. St. Amand every other Wednesday</i> DRAFT OF PART I OF PAPER BY SEPT. 23
8-12	Conduct research on the process of a mastectomy Dissection of abdominal muscle Write draft of part II	<i>Meetings with Prof. St. Amand every other Wednesday</i> DRAFT OF PART II BY OCT. 21
12-16	Conduct research & analysis Of the process of reconstruction Using abdomen muscle  Write final draft of all parts of Paper Complete dissection of breast	<i>Meetings with Prof. St. Amand every other Wednesday</i> DRAFT OF PART III BY NOV. 18  FINAL DRAFT DUE DEC. 2
17	Polish final paper and lab report with input from Prof. St. Amand	<i>Meetings with Prof. St. Amand every other Wednesday</i> FINAL PAPER WITH LAB REPORT DUE DEC. 2 PRESENTATION TO CLASS 12/7





## **Honors Director**

**Jennifer Saito**  
[jsaito@losmedanos.edu](mailto:jsaito@losmedanos.edu)  
925.473.7601

## **Honors Counselor**

**Luis Morales**  
[lmorales@losmedanos.edu](mailto:lmorales@losmedanos.edu)  
925.473.7448 for appointments

## **Honors Administrative Assistant**

**Maureen Willhoite**  
[mwillhoite@losmedanos.edu](mailto:mwillhoite@losmedanos.edu)  
925.473.7599



2700 East Leland Road  
Pittsburg, CA 94565

925.439.2181  
[www.losmedanos.edu/honors](http://www.losmedanos.edu/honors)