

## HONORS GUIDELINES

Students who demonstrate superior scholarship and professional competence may receive special recognition by the College of Journalism and Communications. You may graduate with honors (*cum laude*), high honors (*magna cum laude*) or highest honors (*summa cum laude*). All students with a 3.5 GPA or higher for all upper-division classes and professional (courses taught by the College) work automatically will be graduated with **HONORS**. To graduate with **HIGH HONORS**, students must earn a 3.6 GPA or higher in all upper division and professional classes. To receive **HIGHEST HONORS**, students must earn a 3.8 GPA or higher for all upper-division and professional classes. Student conduct, in and out of the classroom, will provide additional evidence of professionalism. (Note: the GPAs are listed as follows on the degree audit – “Journalism Upper Division GPA” and “UF GPA in major courses.”)

To be considered for high or highest honors, students must apply by the deadline (see website for deadline each semester). Errors and/or omissions from students’ applications are grounds for denial of High/Highest Honors. Your application will be judged on whether you demonstrate professional competence.

Students in other programs at UF are required to submit theses for High/Highest Honors. You should treat the preparation and submission of your application as the equivalent of writing and submitting a thesis.

Your **application** must include:

- A. A one-page **cover letter** requesting the Student Evaluation Committee to consider your application. This should specify the level you are applying for (high or highest) and a detailed statement of your professional career goals.
  - B. Your current **degree audit** showing your upper-division and professional GPA.
  - C. Your “**Statement of Professional Competence**” detailing the materials you are submitting to document your professional competence. (See example on the next page.)
  - D. **Evidence of professionalism and professional competence.** Given this college’s professional orientation, honors students are expected to work outside the classroom and provide samples of this work as evidence of their professional competence. This can include work completed at an internship. Since internships are expected, work from a single internship may not be sufficient for high/highest honors. It is your task to demonstrate your professional ability through the materials you submit with your application. The form of this evidence varies. Typically, students submit samples of work produced while completing internships or editorships, writing published in newspapers or magazines, published news releases, audio/video work that was aired and published research reports. Samples of professional work must include the materials produced. **NOTE:** (1) Submitting only professional work completed during your last semester will not be sufficient and (2) Applications that include class work only will not be approved.
- If your professional work does not lend itself to submission to the committee, a letter that describes the nature of your work from an immediate supervisor must be submitted.*
- E. Your **resume**.
  - F. A letter of nomination from a full-time or adjunct faculty member in your department. (Graduate students are **not** “full-time faculty” members.) The faculty member will review your application materials (items I through IV) and professionalism. After determining that you have demonstrated professionalism and professional competence, the faculty member will complete the Letter of Nomination. Please use the attached form. (**Handwritten nominations are acceptable.**)

All application materials must be submitted electronically as one single PDF file. See the College’s website for deadline each semester. Submit all materials to the PATH, [advising@jou.ufl.edu](mailto:advising@jou.ufl.edu). Status will be available in 1060 Weimer, the week of graduation.

# SAMPLE

*Your application for High Honors must include a Statement of Professional Competency. This letter will be a numbered listing and brief description of the materials you submit as evidence of professional competency. Applicants **MUST** use this format. This document will be kept in the University of Florida permanent records.*

Date:

TO: Student Evaluation Committee, College of Journalism and Communications, University of Florida

FM: Janice Jones, Telecommunication, 4620-9731 (UFID is mandatory)

RE: Evidence of Professional Competence

As evidence of my activities and professional competence for High/Highest Honors, I hereby submit the following information:

- I. Letter of Nomination signed by Dr. Sally Smith, Department of Telecommunication, Office Telephone: 392-9999
- II. Professional Experience
  - a. WESH-TV, summer 1999, Internship in production.
  - b. WCJB-TV, summer 1999, summer employment in news.
  - c. WUFT-FM, fall 1999, Volunteer Host, "Your Music" Program.
- III. Supporting Materials
  - a. Videotape of "Running Silent," a television program I independently produced for WUFT-TV. Aired on June 30, 1999.
  - b. Link to "Adapt," a film made for the National Geographic Wild's 2<sup>nd</sup> annual "Wild to Inspire" competition at the Sun Valley Film Festival, 2015. <https://vimeo.com/119134852>
  - c. Clips of articles appearing in newspapers:
    - i. "Sunshine Comes Again," Independent Florida Alligator, Sept. 21, 1999.
    - ii. "Gators Come Home To Roost," Gainesville Sun, Oct.23, 1999.
  - d. Clips of news releases that appeared in the media:
    - i. "Dance Marathon to Contribute Funds to Children's Miracle Network," Orlando Sentinel, Sept.21, 1999.
    - ii. "Norwegian Cruise Line Partners with Asian Pacific, "Ocean and Cruise News, Aug.21, 1999.
  - e. Advertisements and other promotional materials that appeared in the media:
    - i. "True Love," ad for Pet Safety Company, appeared in Gainesville Sun, March 21, 2005.
    - ii. "Two-for-One," promotional coupon for Blockbuster Video, distributed in-store, summer 2004.
- IV. Letters of Support NOT REQUIRED
  - a. Jayne Smith, Production Manager, WESH-TV.
  - b. Mary Alice Kent, WCJB, News Director.

**Limit your Statement of Professional Competence to one page  
and use 12-point, Times New Roman type.**

## Letter of Nomination for High/Highest Honors

I have reviewed \_\_\_\_\_

application for graduation with high/highest honors and concluded that her/his application demonstrates professional competency outside the classroom.

To the best of my knowledge, I am not aware of any class-related or professional situation in which

\_\_\_\_\_ behaved in a manner that would not be considered professional.

Use this space for additional comments you feel are necessary:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Faculty Name (faculty member or adjunct; not a Ph.D. student)

\_\_\_\_\_  
Faculty signature