

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*).

Cum laude / Honors: students must earn a 3.5 GPA or higher for all upper-division courses and a 3.5 GPA or higher for all major courses (courses taught by the College).

Magna cum laude / high honors: students must earn a 3.6 GPA or higher in all upper division courses and a 3.6 GPA or higher for all major courses (courses taught by the College), AND submit an application for approval by the college faculty. Final status is determined by the final GPAs and an approved application.

Summa cum laude / highest honors: students must earn a 3.8 GPA or higher for all upper-division upper division courses and a 3.8 GPA or higher for all major courses (courses taught by the College), AND submit an application for approval by the college faculty. Final status is determined by the final GPAs and an approved application.

To be considered for high or highest honors, students must apply by the deadline (see website for deadline each semester).

About the application for high or highest honors:

Student conduct, in and out of the classroom, will provide additional evidence of professionalism. 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 faculty 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. The **"Evidence of Professionalism and Professional Competence"** statement must detail the materials you are submitting to document your professional competence. (See example on the next page.)

What does "evidence of professionalism and professional competence" mean? 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.

- C. Your **resume**.
- D. 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. Send the fillable PDF to your professor and ask him/her to send it back to you so you can include it with your application. (**Handwritten nominations are acceptable.**)
- E. Screenshots of the honors GPAs as noted on your current **degree audit** "Upper-Division GPA" and "Major GPA", found in the "Criteria for Graduation with Honors" section of your audit.

All application materials must be submitted electronically as one single PDF file. **Use this format for naming your file:**

Major_LastName_FirstName.pdf. Refer to the College's website for deadline each semester. Submit all materials to the PATH, advising@jou.ufl.edu. Status will be available in 1060 Weimer, the week of graduation.

SAMPLE

Your application for high or highest honors must include an “Evidence of Professionalism and Professional Competence” statement. This will be a numbered listing and brief description of the materials you wish to have reviewed by the faculty. Applicants must use the format below, limiting the statement to one page. Use 12-point, Times New Roman font.

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 Professionalism and 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 2nd 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.