

Department of Communication Studies

Departmental Honors

- Instructions -

Hello Graduating Comm' Studies Students,

Below you will find instructions on how to apply for Departmental Honors, a sample Honors form, guidelines for your final paper or project, and a guide to using the online AdobeSign interface.

The sample form below (page 2) is shown here to demonstrate the kinds of information you will need to input in the online AdobeSign application form to apply for Departmental Honors.

You will see that you have to input your personal details, as well as your GPA and contact email information about your faculty advisor.

Once you have this information ready, go to:

<https://csusbsign.na2.documents.adobe.com/account/customComposeJs?workflowid=CBJCHBCAABAA1faBV9yRIensOGa9sSSnw1JsP3q3RPRw>

1. First, sign into the [AdobeSign](#) platform with your **Coyote email address and password**.
2. If it asks you to choose between 'Personal Account' and 'Business Account', choose '**Business Account**'. This will link to CSUSB's Adobe Sign account.
3. Then, in the first part of the interface, **check your email is correct** in the first field. Make sure **your faculty advisor's email** is in the correct field (*and type it in if needed*). That is specifically your faculty advisor for your paper or project!
4. In the 'Document Name' Field type in **your Name and Coyote ID**, plus Departmental Honors and **the semester you are graduating in** (e.g. Spring 2023, Fall 2024, etc.).
5. Type in a message if you'd like to, in the 'Message' field.
6. Then click "**SEND**".
7. This takes you to the next step where you will see an online version of the form (like the one on page two below).
8. **Fill out the details** in the highlighted fields.
9. Once done, click "**SUBMIT**"

That's it! The workflow will start and your form will be emailed to your faculty advisor and then to the Department Chair for signing, and then on to our Office Manager/ASC.

Also, on page three of this document (below), you'll find the guidelines for your final project or paper.

For any questions, please contact your faculty advisor or the Department Chair. You can find their contact details here: <https://www.csusb.edu/communication-studies/faculty>

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Name: _____ Coyote ID # _____

Directions to be Eligible for Department Honors:

- Confirm a faculty advisor for Department Honors and COMM5953: Independent Study (3 units).
 - o Faculty Advisor's Name (please print): _____
- Complete two forms:
 - o Using [AdobeSign](#) this form should be filled out at least one semester before graduation (e.g., *graduating Spring 2023, to be completed by the start of Fall 2022*) in consultation with a [Communication Studies Faculty](#) member (preferably your faculty advisor), and submitted to the department office.
 - o Students must complete the [Supervision Course Application](#) (found on [CAL website](#)) to enroll in COMM 5953. Course objectives should include completing a paper or project, and presentation to the department faculty.

Requirements to Earn Department Honors:

1. At least one-half (23 units) of the course work required by the major is completed at CSUSB.
 - a. # of Units Completed _____
2. Cumulative grade point average of 3.5 in Communication Studies and overall (see PAWS). GPA to be verified both at application submission and during graduation term.
 - a. Major G.P.A. _____
 - b. Overall G.P.A. _____
3. Successful completion of COMM 5953 (including presentation).
4. Recommendation for departmental honors by the Communication Studies faculty.

THIS SECTION TO BE COMPLETED BY THE DEPARTMENT CHAIR UPON COMPLETION OF REQUIREMENTS

Verification of the above information: _____ (initial and date)

Major G.P.A. _____ Overall G.P.A. _____

Independent Study Directed By: _____ Confirmed successful completion of COMM 5953: _____

Date of presentation to the department faculty: _____

Confirmed recommendation by majority vote of the Communication Studies faculty _____

REGISTRAR: Please indicate Departmental Honors for the Department of Communication Studies on the student's transcripts.

Department Chair Approval

Date

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Paper or Project Guidelines

A. Research Paper or Project:

1. The research must be the student's original work. It may represent a substantial extension of a previously written and graded paper or project. This is 50% new/original work or more.
2. The paper or project must meet the advisor's standards described in the COMM 5953 agreement prior to the student presenting it.
3. The research and paper or project should be of (at least) student conference quality.
4. The research paper or project must be completed prior to the presentation.

B. Presentation:

1. The honor's candidate is required to orally present their original paper or project to the department faculty in an open forum in which the university community of students, faculty, etc. are welcome to attend.
2. The presentation must be delivered within the semester. There will not be any presentations during the summer.
3. The presentation must meet the department faculty's standards prior to awarding the distinction. This is determined by a faculty vote after the student completes the presentation.
4. Both the paper or project and presentation must be successfully completed by the end of the semester prior to graduation. Therefore, if the student plans to graduate in spring, the paper and presentation must be completed by the end of fall.

The distinction of Departmental Honors is indicated in the commencement program and on the student's transcripts. The student may purchase a Departmental Honors cord from the Coyote Bookstore. In addition, the department will award a medal of distinction to be worn during commencement.