



HANDBOOK
OF THE
University Honors Program



**EAST
STROUDSBURG
UNIVERSITY**

This handbook sets forth the requirements, policies, and protocols of the University Honors Program. A copy of this handbook will be given to each incoming member at the moment of his/her official matriculation into the program. No student recorded as receiving this, the handbook's third edition, will be responsible for any additional requirements promulgated in subsequent editions of this handbook.

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WELCOME TO THE UNIVERSITY HONORS PROGRAM!

We are pleased to have you as a reader of this handbook, as it gives an overview of both the requirements and benefits of membership in the program.

Let us begin by describing precisely what the University Honors Program is. It's easiest to begin by describing what the program is *not*: the program is *not* a student club, a student committee, a fraternity or sorority, an academic major, or an honor society.

Instead, the University Honors Program is an official academic program of the university, open only to highly academically qualified undergraduate students. The program is pursued over four years as a supplement to a student's chosen academic major. Students in the program pursue a bachelor's degree in the academic major of their choice and, simultaneously, participate in the program during their four years of undergraduate study.

Please note that: (1.) there are never any charges, fees, or costs added to a student's tuition for joining the program, or being in the program, or graduating from the program – the program is fee-free; (2.) participation in the program adds no additional semesters to a student's completion of his/her bachelor's degree; (3.) the program is open to *all* academically qualified students in *all* academic majors; and (4.) participation in the program does not prevent students from having a full college experience (many students in the program play a varsity sport, write for or edit the student newspaper, perform in student productions, hold part-time jobs, commute to campus, and so on).

Membership in the University Honors Program will bring you into a community of students like you: smart, hardworking, ambitious, and seeking to get the full intellectual measure of their college experience by taking on the supplemental academic tasks required by the program. These tasks are described on these pages.

To join the program is to step into an elite group. Over your four years on campus, you will initiate lifelong friendships with classmates who love school, love to learn, and love challenges. You will work with faculty members who will give you extensive tutelage on important (but often baffling) topics such as graduate-school admissions. And, teaming up with a faculty mentor of your choice, you will complete an Honors Thesis, a document we suspect will remain an auspicious milestone in your lifetime pursuit of knowledge.

Please review this handbook to familiarize yourself with what is required of members of the program. If you should have any questions, please e-mail Dr. Paul Creamer (pcreamer@desu.edu) who will respond promptly. It would be a privilege to have you join our growing community of talented and enthusiastic undergraduate scholars.

Very sincerely,



Peter E. Pruim

Peter Pruim, Ph.D.

Professor of Philosophy
Program Co-Director



Paul Creamer

Paul Creamer, Ph.D.

Associate Professor of French
Program Co-Director

PART 1: REQUIREMENTS FOR ADMISSION INTO THE UNIVERSITY HONORS PROGRAM

There are three manners in which an incoming ESU student or a current ESU student can be invited to join the program:

1. All incoming freshmen who possess **any two** of the following qualifications, or who possess **all three** of the following qualifications, will automatically be sent an invitation to join the program:
 - a. a high school cumulative grade point average (GPA) of, at minimum, 3.30 on a 4.00 scale, or its equivalent
 - b. a high school class rank in, at minimum, the top 15 percent of one's graduating senior class
 - c. an ACT Composite score of 25 or above, or a combined SAT score of 1220 or above on the Evidence-Based Reading and Writing section plus the Math section

Possessing only one of the above qualifications is not sufficient for an automatic invitation to join the program. No incoming freshman will be automatically invited who does not meet at least two of the qualifications above.

2. Any currently enrolled ESU student who displays extraordinary academic talent **and** who possesses a cumulative GPA of at least 3.30 at the university **and** who has not yet begun his/her third semester of college may be nominated for the program by any current member of the ESU faculty. Upon such nomination, the student will be sent an invitation.
3. Any currently enrolled ESU student who possesses a GPA of at least 3.30 at the university **and** who has not yet begun his/her third semester of college may apply for admission to the program. Upon such an application, the student will be sent an invitation.

Note 1: Under no conditions can an ESU student join the program if he/she has already begun his/her third semester of college. A student who is transferring to ESU and who has been involved in an honors program or honors college at his/her previous college(s) may petition the Co-Directors for entry into the program.

Note 2: A student who achieves only one of the criteria for admission into the program may petition the Co-Directors for entry into the program, and this request will be evaluated in a timely manner by the Co-Directors; such a request must be received electronically by both Co-Directors (ppruim@esu.edu, pcreamer@esu.edu) at least 90 days before the start of the petitioner's third semester of college.

Note 3: The University Honors Program is an undergraduate program. ESU graduate students cannot be members of the program.

Note 4: The GPA requirements are inflexible. No exceptions can be made.

PART 2: ENROLLMENT IN THE UNIVERSITY HONORS PROGRAM

Those prospective students who are invited by the Director of Admissions to join the University Honors Program, and who enroll at the University, are automatically and simultaneously enrolled in the program. If such a student wishes to "opt out" of the program, he or she may do so by addressing an e-mail message to either of the program Co-Directors (ppruim@esu.edu, pcreamer@esu.edu).

For those students who did not receive an invitation from the Director of Admissions to enroll in the program, a petition to enroll must be filled out and submitted. Please see Note 2 above.



LEILA BOUCHEKOUK

EAST STROUDSBURG, PA.

MAJOR: CHEMISTRY AND SPANISH

"The University Honors Program at ESU has opened up a network of students, faculty and staff who have a similar goal in using their education to better the society they live in. Even as a freshman, this group has shown me how to navigate through college in a way that allows me to make the most out of my education. Being an honors student makes me feel confident in being prepared for the next step after ESU... becoming a Pediatric Endocrinologist!"

PART 3: REQUIREMENTS FOR COMPLETING THE UNIVERSITY HONORS PROGRAM

A student wishing to complete the University Honors Program must successfully complete the following seven tasks during his/her undergraduate career:

1. take and pass the program's equivalent of the University's first-year-experience course "University Studies 100"
2. take and pass, over one's undergraduate career, four¹ general education courses classified as "Honors-designated"²
3. complete five cultural-passport hours³ or their equivalent per semester
4. meet with his/her University Honors Program advisor once per semester in order to plan out and to document progress toward completion of the program requirements
5. attend the program's monthly meetings (these run 45 minutes and are held only during the academic year)
6. maintain a cumulative GPA of at least 3.30 on a 4.00 scale
7. complete an Honors Thesis⁴

Note 1: Members of the University Honors Program who are transfer students and/or who start the program at the start of their third semester of college are not absolved of any of these requirements, except that in lieu of taking and passing the program's equivalent of the University's first-year-experience course "University Studies 100," these late-entering students must instead take a non-credit-bearing seminar specifically designed to serve as a substitute for that program course.

¹ For the purposes of the University Honors Program, the program's equivalent of the University's first-year-experience course "University Studies 100" counts as an Honors-designated general education course.

² On Honors-designated general education courses, see in this handbook "Part 7: Information on Honors-designated General Education Courses," p. 13. On such courses created by the member himself/herself and his/her instructor, see in this handbook "Part 8: Information on Honors-designated General Education Courses 'by Contract,'" p. 13.

³ On these cultural-passport hours, see in this handbook "Part 5: Information on Cultural-Passport Hours," pp. 10-11.

⁴ On the Honors Thesis, see in this handbook "Part 9: Information on the Honors Thesis," p. 14.

PART 4: RECOGNITION UPON COMPLETING THE UNIVERSITY HONORS PROGRAM

A student who successfully completes the University Honors Program:

1. will be publicly recognized at his/her undergraduate graduation ceremony as having been a member of the program
2. will, for perpetuity, upon graduation have “Graduate of the University Honors Program” written on every University transcript issued in his/her name
3. will receive a customized letter on official University stationery—composed by and signed by the two Co-Directors—announcing the member’s successful completion of the program and explaining the program itself (a graduate may request additional copies of this letter to be forwarded to graduate schools and/or future employers)

Note 1: Members of the University Honors Program who do not complete all of the program requirements by the time of their graduation will be recognized as *participants* in the program (but not *completers* of the program) at their graduation, but “Graduate of the University Honors Program” will not appear on their transcripts, nor will they receive a letter announcing that they have completed the program. The Co-Directors will, however, compose on the student’s behalf a customized letter on University stationery explaining the program and detailing the member’s participation in it.

Note 2: If a member does not complete every program requirement by the time of his/her graduation, he/she is not permitted to complete unfinished requirements retroactively (that is, after he/she has graduated from the University).



ALYSSA GONZALEZ

YORKVILLE, ILL.

MAJOR: ART + DESIGN

“At first I thought the University Honors Program would put more work on my plate. Instead it has given me the opportunity to attend unique campus events that are both interesting and enriching.”

PART 5: INFORMATION ON CULTURAL-PASSPORT HOURS

The University Honors Program believes that a member's college experience should be much more enriched and enriching than simply attending classes, doing homework, and studying for exams. The member who takes advantage of on-campus opportunities (such as cultural exposure; athletic challenges; theatrical or musical engagement; leadership roles; or political involvement) will develop more readily into a broadly engaged individual and into a productive campus, local, and global citizen. All members must complete five cultural-passport hours per semester.

These cultural-passport hours may comprise such activities as: participating in a University theatrical production, musical production, or recital; attending a University theatrical production, musical production, or recital; playing, or being a student manager for, an intercollegiate sport; serving as an officer in a University club or organization; attending an on-campus lecture or film; or volunteering for an on-campus activity or event.

At the end of each semester, a program member must fill out and submit in **paper form** a "Recording Sheet for Cultural-Passport Hours," known informally as "The Blue Form." This form will list the five cultural-passport hours that the member has accrued, and will be signed by the director(s) or sponsor(s) of the activities in which the member participated. If a member plays on an intercollegiate sports team, his/her coach or assistant coach must sign the form. If a member serves as the vice president, secretary or treasurer for a University club, the club president must sign the form.

The completed form must be handed **in person** to one of the two Co-Directors. The Co-Directors take no responsibility for "Cultural-Passport Hours Forms" that are left in their campus mailboxes or mailed to them through campus mail or the U.S. Postal Service.



WILL STEWART

MOORESTOWN, N.J.
MAJOR: MARINE SCIENCE

"The University Honors Program at ESU is awesome. I enjoy working alongside great students who share my academic goals and strive to succeed. The program also brings many enjoyable rewards and useful perks like priority registration and free entry to on-campus concerts and performances."

Check **beforehand** with one of the Co-Directors to determine if an activity qualifies to serve as a cultural-passport hour. This checking may be done in person, by e-mail, or by telephone. The decision of the Co-Director is sovereign. See, however, Note 5 in this section.

Note 1: The term “cultural-passport hour” traditionally designates a 60-minute period, but there is flexibility if an event runs shorter than 60 minutes. For example, if an Honors Program member attends a speech given on campus by an invited speaker that runs only 40 minutes, or if an Honors Program member attends a musical recital that runs only 30 minutes, the member will still get full credit for one cultural-passport hour.

Note 2: Surplus cultural-passport hours cannot “carry over” from one semester to the next. “Leftover” cultural-passport hours accrued during a semester cannot be credited forward to the following semester.

Note 3: No cultural-passport hours can be accrued for any job or position for which program member receives monetary compensation.

Note 4: Program members who attend the program’s monthly meetings cannot count such attendance toward their cultural-passport hours. However, a member who brings one or more non-member guests to such meetings will be credited with one cultural-passport hour per such meeting. A Co-Director’s signature on the “Cultural-Passport Hours Form,” however, is required.

Note 5: A member’s attendance at any guest lecture, any film, any stage play, any musical performance, or any other cultural event that has been announced in any official University publication (print or electronic) or that has been announced in any official University e-mail, will count as one or more cultural-passport hours, and receives automatic authorization as an acceptable event. In such cases, it is **not necessary to ask a Co-Director whether an event will count as one or more cultural-passport hours**. A signature from one of the organizers or sponsors of the event, however, must be obtained on the “Cultural-Passport Hours Form.”

Note 6: Some program members may, because of family or work responsibilities, be unable to complete the five required cultural-passport hours during a given semester. Such students must contact one of the two Co-Directors to arrange with the Co-Director to do an equivalent activity when the member’s time schedule permits. Once such an activity has been completed, it will count as 5 cultural-passport hours.

PART 6: INFORMATION ON THE UNIVERSITY HONORS PROGRAM'S MONTHLY MEETINGS

The University Honors Program holds mandatory meetings eight times during each academic year: in August, September, October, November, January, February, March, and April. Traditionally, but not always, these monthly meetings are held from 3:00 p.m. to 3:45 p.m. on the last Thursday of each of those months, in Room 113 of Stroud Hall. Program members are always e-mailed a day or two before each of these monthly meetings, and the exact time and location is indicated in these e-mail messages. These meetings have three purposes: (1.) to address program business; (2.) to answer questions and concerns about the completion of the program; and (3.) to allow members to listen to a lecture from, and then meet with, distinguished faculty members and outside guests.

These monthly meetings are always open to any member of the ESU study body, faculty, staff, and the general public.

Note 1: Attendance will be taken at each monthly meeting. This attendance-taking involves program members filling out an attendance form and handing it, at the conclusion of the meeting, to the designated Co-Director. In determining whether a member was present at a meeting, these attendance forms will be sovereign, and no other means will prove attendance.

Note 2: Program members who have a conflict—such as a part-time job or a lab session—that prevents them from attending one or more monthly meetings must fill out a “Monthly Meeting Absence Form,” informally known as “The Yellow Form,” during Dr. Creamer’s office hours. Once such a form has been countersigned by Dr. Creamer, it will serve as an official excused absence for the meeting or meeting(s) missed. That member will not need to take any further action, and his/her absence(s) will not be counted against him/her.



OLIVIA GUH

MIDDLETOWN, N.Y.

Major: ATHLETIC TRAINING

Concentration: PRE-PROFESSIONAL REHABILITATION SCIENCES

“Being part of the University Honors Program has been a fun and positive experience. I get to work with such a unique and friendly group of students. I also get to be part of amazing experiences like the yearly trip to New York and the annual Thanksgiving dinner.”

Note 3: A member who misses a monthly meeting without having previously filled out a “Monthly Meeting Absence Form” must, **after** the missed meeting(s), fill out this form. This form can be obtained in person from Dr. Creamer during his office hours, and must be handed in to Dr. Creamer and countersigned by one of the Co-Directors to be recognized as an official excused absence.

PART 7: INFORMATION ON HONORS-DESIGNATED GENERAL EDUCATION COURSES

Honors-designated general education courses change from semester to semester (that is, they originate from many University departments and change per semester), but are **traditional** general education courses in content. These Honors-designated general education courses are taught by distinguished faculty members and enrollment is typically capped at a number lower than found in the course’s standard format. All students enrolled in an Honors-designated general education course must be University Honors Program students.

Members of the Honors Program must take and pass four such Honors-designated general education courses during their undergraduate career.

PART 8: INFORMATION ON HONORS-DESIGNATED GENERAL EDUCATION COURSES “BY CONTRACT”

With the consent of the class instructor, **any** regular ESU general education course can be converted into an Honors-designated general education course, and therefore count towards a member’s program requirements. In such an instance, the program member and the course instructor of a regular general education course must meet **well ahead of the course start date** to devise a supplementary project (for example: a paper, a portfolio, an experiment, a small research project) to be completed by the student. Upon successful completion of this supplementary project, the course will count for this student as an Honors-designated general education course. Members are advised this option is to be used sparingly, and that a discussion with a Co-Director is required of the member **before** the member approaches an instructor to arrange such an Honors-designated general education course.

PART 9: INFORMATION ON THE HONORS THESIS

This written document (for which there is no set page length) is the end product of original research conducted by the program member under the supervision of a faculty mentor in the member's academic major, and of the member's choosing. Usually but not obligatorily, the Honors Thesis is an extended, expanded investigation of information or of data initially investigated in an advanced course in the member's academic major.

The Co-Directors and past program participants agree that the most important part of the Honors Thesis is the member's engagement in the research process and in the mentor-mentee partnership; the actual results are less important. It is not asked of an Honors Thesis to re-invent the wheel or to discover a new planet, but simply to follow an investigation of one's own design from conception, to planning, to execution, to data measurement, to data analysis, and then to final written report.

Note 1: Even if every other requirement of the University Honors Program has been met, a member cannot complete the program if he/she has not written, and then submitted in paper and electronic form, an Honors Thesis before his/her official graduation date.

Note 2: It is strongly recommended that members complete their Honors Thesis by the end of their junior year, but an Honors Thesis completed by the end of one's senior year will be accepted.

Note 3: An Honors Thesis must be presented to one of the two Co-Directors in two formats simultaneously: (1.) a typewritten or laser-printed version printed on paper, and (2.) a digitized version, delivered either as an electronic file stored on a device such as a thumb drive, or as an electronic file sent by e-mail.

Note 4: The Honors Thesis is written within the framework of a three-credit-hour, one-semester-long, independent-study course. Once successfully completed, the Honors Thesis counts as an advanced-level, three-credit-hour course in the member's academic major.

PART 10: INFORMATION ON THE ONCE-PER-SEMESTER PROGRESS CHECKS

It is imperative that University Honors Program members be aware, at all times, of their progress towards completing the requirements of the program. For this reason, all members must schedule one meeting per semester with the Co-Director who has been designated as their University Honors Program advisor. Such a meeting will serve as a progress check, and will typically last between 10 and 15 minutes.

Note 1: It is the explicit responsibility of the member, and not the Co-Director, to initiate the once-per-semester progress checks.

Note 2: Such a progress check can always take place during the Co-Director's office hours. For a progress check done during office hours, no pre-arranged appointment is required; the student need only to stop by during office hours.

Note 3: The member may contact the Co-Director to schedule an alternate meeting time during the University workday if the Co-Director's office hours and the member's schedule are not mutually amenable.

Note 4: These progress checks must take place in person; they cannot take place on the telephone nor through an e-mail exchange.

PART 11: DISCIPLINARY ASPECTS OF THE UNIVERSITY HONORS PROGRAM

All University Honors Program members are ESU students, and therefore the rules, regulations, and academic-integrity policies in effect for the general student body apply to all program members.



TATYANA UPSHAW

ALDAN, PA.

MAJOR: BIOLOGY | CONCENTRATION: PRE-MED

"I am very glad to be part of the University Honors Program. It is great to work with students who share similar goals and interests. Also, Dr. Pruim and Dr. Creamer are a great support in that they encourage us to both excel academically and pursue culturally enriching experiences."

The University Honors Program has no separate disciplinary panel or judicial committee. Any and all disciplinary decisions made concerning an ESU student who is also a University Honors Program member will be respected by the program. For example: an ESU student who is also a program member and who is suspended from the University for one semester will, coterminously, be suspended from the University Honors Program for that same semester.

PART 12: RESIGNATION FROM THE UNIVERSITY HONORS PROGRAM

University Honors Program members are always able to resign from the program, and may do so at any time. There is absolutely no financial or administrative penalty for such a resignation, and no credit hours earned in the program's equivalent of the "University Studies 100" course or in Honors-designated general education courses will be lost. There will be no mention of such a resignation on any University-issued transcripts or diplomas.

A student who wishes to resign must acquire a "Request-for-Resignation Form" (informally known as "The Red Form") from one of the program Co-Directors, fill out and sign this document, and return it in person to one of the Co-Directors. Upon receipt, the Co-Director will countersign the document. The original document will stay with the Co-Director, and a photocopy will immediately be made and given to the student.

Upon the Co-Director's execution of his/her countersignature, the student will immediately be recognized as having resigned from the program. The date of the Co-Director's countersignature will serve as the student's official date of resignation. Resignation from the program is permanent and irrevocable; under no circumstances can a resignation be withdrawn, nor the student re-admitted into the program. A student enrolled in one or more



MARK DAVIES

DARBY TOWNSHIP, PA.

MAJOR: BUSINESS MANAGEMENT AND SPANISH

"The University Honors Program has created a community of scholars that will help me grow in my studies. The ability to network with my peers has proven to be extremely beneficial. I also love scheduling classes early."

Honors-designated GE courses during a given semester, and who resigns from the program during that same semester, may complete that course/those courses. All other rights and privileges accorded to University Honors Program students, however, will cease for the student who has resigned, starting from the date of the Co-Director's countersignature.

PART 13: CONDITIONS FOR DISMISSAL FROM THE UNIVERSITY HONORS PROGRAM

There are four conditions that can cause a University Honors Program member to be dismissed from the program:

1. A cumulative ESU GPA dropping below 3.30 on a 4.00 scale.
2. A record of having missed two or more University Honors Program monthly meetings during any academic semester, excluding any absence or absences that have been officially excused.
3. A failure to accrue five cultural-passport hours during any academic semester, or to complete an equivalent activity pre-approved by a Co-Director.
4. A failure to schedule and to attend in person a University Honors Program progress report with one of the Co-Directors once per academic semester.

If one or more of these conditions holds true for a University Honors Program member, he/she will be notified of such a condition or such conditions via an e-mail message sent to him/her by one of the Co-Directors. The second Co-Director will be copied on this e-mail message. Such e-mail messages will be sent in January (for conditions that arise during the preceding fall semester) or in June (for conditions that arise during the preceding spring semester). The Co-Director will explain in writing in the e-mail message how the condition(s) can be redressed, and members may ask for further information and explanation to be delivered in person, by telephone, or via e-mail.

Upon receipt of such an e-mail message, the member is **on probation**. The member has until the conclusion of the semester (the spring semester if he/she was notified in January, and the fall semester if he/she was notified in June) to redress the condition or conditions.

If the member is not able to redress the condition(s), or the member does not attempt to redress the condition(s), the member will be officially dismissed from the University Honors Program immediately after the conclusion of the semester during which he/she was on probation, and during which he/she had had the opportunity to redress the condition(s). Notification of dismissal will be sent via e-mail.

Note 1: A University Honors Program member on probation enjoys all of program rights and privileges enjoyed by members who are not on probation.

Note 2: Dismissal from the University Honors Program is permanent, definitive, and not subject to appeal.

PART 14: COLOR CODES OF DOCUMENTS USED IN THE UNIVERSITY HONORS PROGRAM

The Blue Form = Recording Sheet for Cultural-Passport Hours

The Yellow Form = The Monthly Meeting Absence Form

The Red Form = The Request-for-Resignation Form

PART 15: SAMPLE LIST OF HONORS THESES

The Honors Thesis is the capstone piece of the University Honors Program experience. This document is a written report summarizing an independent research project initiated by, designed by, and completed by a student in the program. At every phase, the student works alongside a faculty mentor of his or her choice. Typically written during the student's junior or senior year, the Honors Thesis can serve, later in the student's life, as the starting point for further, deeper research, such as a master's or doctoral thesis.

Following are the titles of recently submitted Honors Theses:

Bell, Amber. *ATPases Structure and Folding: The Effect of Point Substitutions on ATPase Function.*

Ellis, Justine. *Histological Correlates of Myocardial Infarction and Associated Heart Pathologies.*

Friedberg, Nicole. *The Geriatric Emergency Department Guidelines: A Comprehensive Literature Review Before and After Implementation.*

Jadus, Amber. *Socio-Communicative Style in Sport: A Contemplative Analysis of Personality and How It Is Communicated through Female Sports Teams.*

Januszkiewicz, Eric. *Optimization of a Multiplex PCR Analysis for *Crotalus horridus*.*

Jasulevycz, Rebecca. *Determining Salamander Species in Hartman Cave Using Fossil Vertebrae.*

Kraemer, Kathleen. *Miller's Death of a Salesman as a Tragedy.*

LaBar, Destany. *The Relationship between Female Students' Perception of Calculus I Professors as Role Models and Test Performance.*

Ortiz, Gianeli. *Functional Anatomy of the Manus in Rodents.*

Powers, Christopher. *Testing for GMO Products in "Organic" Labeled Vegetables Purchased from Local Food Stores in the Stroudsburg Area of Pennsylvania.*

Searfoss, Jennifer. *Gender Differences in Play.*



RAQUEL SOSA

WILKES-BARRE, PA.

MAJOR: PSYCHOLOGY | CONCENTRATION: COUNSELING

"The University Honors Program has welcomed me from the start. I always look forward to the monthly meetings because I always learn something new. I also take pleasure in working with students who have the same interests as me."

UNIVERSITY HONORS PROGRAM

CO-DIRECTORS

Peter Pruim, Ph.D.

Paul Creamer, Ph.D.

esu.edu/honors

