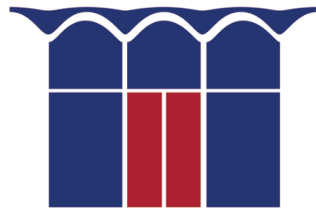


UNIVERSITY OF  
DETROIT MERCY



# **UNIVERSITY HONORS PROGRAM PORTFOLIO HANDBOOK**

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## 1. OVERVIEW

Graduating Honors students who entered the UHP in the 2024–2025 academic year or later have the option of submitting an Honors Portfolio instead of writing and defending an Honors Thesis. Students pursuing the portfolio option must complete at least one additional three-credit Honors course (totaling six Honors courses, in addition to HON 1000, which adds up to 19 credits).

The portfolio must include selected materials reflecting the student’s intellectual, ethical, spiritual, and social development within the Honors Program. Portfolio evaluation allows the Honors Program to assess whether individual students are fulfilling the UHP’s stated program outcomes, which are listed in the Honors Student Handbook. Each portfolio is evaluated by two or more Honors faculty.

## 2. GETTING STARTED

### When to Begin

The process of the Honors Portfolio begins in your very first semester. Make sure to save all the work you complete in your Honors courses, as well as the related prompts, professors’ feedback, and grades you receive on your work. This work, along with the prompts, feedback, and grades, will make up your portfolio artifacts.

### Collecting Artifacts

At least four of your artifacts must consist of written work, prompts, professors’ feedback, and grades you’ve received on said work. Students may also collect photographs and other documentation of community-engaged service and UHP-sponsored programming (such as guest lectures, visits to museums, and film screenings) that they took part in throughout their time in the UHP.

Students should select projects that most strongly fulfill the UHP’s six core values: Curiosity, Community, Critical Thinking, Reflection, Diversity, and Service. In addition to coursework, students may reflect on community-engaged service and UHP-sponsored programming. **The portfolio must contain a minimum of six artifacts, with a minimum of four written artifacts** (two or more of the artifacts may be photographs or other visual works with captions). For more information on the UHP’s core values, see the Honors Student Handbook.

### 3. PORTFOLIO MATERIALS

All portfolios must include the following materials:

1. Cover page (available to download from the Honors Program Blackboard page)
2. Course tracking sheet (available to download from the Honors Program Blackboard page)
3. Portfolio worksheet (available to download from the Honors Program Blackboard page)
4. Table of Contents: Include the title of the essay/project and the instructor and course for which it was produced. For artifacts that come from extracurricular activities, include the name of the organization and event, as well as the date of the event.
5. Self-Reflection Essay (750–1,000 words): Along with their selected artifacts, students will write a self-reflection essay about their experience in the UHP. This essay should include:
  - A self-assessment of how the student has developed intellectually, ethically, spiritually, and socially since entering UDM, and how the Honors Program has aided in that growth.
  - The student's reasons for selecting the work included, including a self-assessment of how particular artifacts align with the UHP's core values.
  - Optional: Students may also choose to reflect on the challenges and successes they have encountered as an Honors student.

### 4. COURSEWORK & GPA REQUIREMENTS

Students pursuing the Honors Portfolio option must complete 19 credits of Honors coursework: HON 1000 (one credit) plus six three-credit Honors courses. See the Honors Student Handbook for more about the Honors Program curriculum.

All Honors students must have a minimum 3.3 GPA in order to graduate with an Honors degree. Students who will not meet the GPA requirement by the end of their final semester should not complete the portfolio.

### 5. HONORS PORTFOLIO DEADLINE & SUBMISSION

Students pursuing the Honors Portfolio option must declare their intent to submit a portfolio no later than the Friday of the first week of classes in the semester they intend to graduate (students are welcome to declare their intent earlier). To declare your intent to complete the Honors Portfolio, email the Honors Director(s) at [honors@udmercy.edu](mailto:honors@udmercy.edu). Students must submit their portfolio by the end of week 8 of the semester in which they plan to graduate. The portfolio must be submitted via a OneDrive folder, which will be created for you upon declaring your intent to complete the portfolio. Two Honors faculty will review the portfolio and evaluate how well the student has satisfied the portfolio requirements and Honors Program outcomes. Students will be notified by week 12 whether their portfolio been approved.



[udmercy.edu/honors](https://udmercy.edu/honors)