CV Continuing Student Resources

Advising & Appointments

Students are required to meet with their CV Advisor at least once per academic year to review their progress toward completing the CV honors requirements. Appointments are booked through Genbook and your advisor is assigned based on your last name.

Advisors:

- **Josh Kreuter** – A-H
- **Katy Jordan** – I-O + Graduating Seniors
- **Lindsey Boeshans** – P-Z

Documents & Forms

- **Guidebook** - The Guidebook is meant to assist you in knowing the CV program requirements and how to complete the necessary coursework.
- **Four-Year Plan** - The four-year plan was created to help guide you through things to consider each year. Please use this as a tool for what is expected of you and what you can get from your Collegium V Advisor.
- **Contract Course Form** – Please print and complete this form with your instructor. Once you have completed the form you will submit it to the HWHC office for review.
- **Verification of Advanced Hours** – The Verification of Advanced Hours Form is used to verify the work you completed for internships, study abroad, research, or teaching experiences. You must complete and attach the form with your advanced hours submission.
- **Faculty Mentor Meal** - You can find detailed information on applying for a Faculty Mentor Meal. Your application must be approved prior to going to breakfast, lunch, or dinner or you will not be reimbursed. Students may participate in one Mentor Meal per semester.
- **Capstone Flowchart & Checklist** – This flowchart and checklist will help you understand the processes for completing your capstone requirement. All graduating seniors must submit the checklist during the semester they present their capstone.

Advanced CV hours can be validated through the means below:

- **CS^2 Honors, DMHP Honors, or Graduate Class**

  Email CV advisor to pull from transcript if B- or higher is earned.
Debate, Green Fellowship, Innocence Project, Mediation, Mock Trial, Model UN, Moot Court, TLIP, or Archer Fellowship

Email CV advisor with confirmation of participation.

Contract Course

Complete the contract course form at the beginning of the semester for approval. You will collect and return the form the last week of classes.

Internship\textsuperscript{1}, Research, Independent Study, Study Abroad, Supervised Teaching Experience\textsuperscript{2}, UEMR – EMT Certification, or New Language

[https://eforms.utdallas.edu/honors-cv-credit-request](https://eforms.utdallas.edu/honors-cv-credit-request)

1. Includes approved internships for academic credit, as well as approved internships for which students are not receiving academic credit.

For their first internship students must read this [Harvard Business Review article](https://eforms.utdallas.edu/honors-cv-credit-request), listen to one of the podcast episodes found here or here, that is most relevant to your internship, and complete 1-page review of both within a month of beginning the internship. Students must also complete a 2-page explanation of their contribution to the internship and the Verification of Advanced Hours form with their supervisor at the end of the experience. All documents are submitted through this online portal at the end of the experience.

For a second internship you must read John A. Daly’s Advocacy chapters 5, 8, and 13, and complete a 1-page review of the chapters within a month of beginning the internship. Students must also complete a 2-page explanation of their contribution to the internship and the Verification of Advanced Hours form with their supervisor at the end of the experience. All documents are submitted through this online portal at the end of the experience.

2. Includes leading Peer-Led Team Learning (PLTL), Supplemental Instruction (SI), Teaching Assistant (TA), and Student Teaching. Students must write a 3-page explanation of their contribution to the experience at the end of the semester.

Events & Attendance

You must attend one HWHC event per academic year. You can register for events through EventBrite.

For details regarding which events will fulfill your CV event requirement please review this information page.
Honors Workshop: Finding a Research Position

CV Library

https://honors.utdallas.edu/cv/continuing-resources/makepdf