HONORS IN ACTION
STEP BY STEP

**STEP 1**
READ THE HONORS PROGRAM GUIDE AND CHOOSE ONE OF ITS NINE THEMES.
Keep reflective journals, minutes or notes at each step, describing the process used to select your theme. Develop objectives related to your investigation of the Honors Study Topic.

**STEP 2**
DEVELOP RESEARCH PLAN AND OBJECTIVES.
- a. what process will be used for meeting your objectives?
- b. how will your research team work to collect, share and analyze resources?
- c. what leadership roles will individual chapter members and the chapter as a group fulfill in meeting these objectives?
**Tip:** Use the Chapter Leaders’ Guide to Success as a resource during project planning.

**STEP 3**
EXPLORE SEVERAL SOURCES ABOUT THE HONORS STUDY TOPIC THEME TO NARROW YOUR FOCUS.

**STEP 4**
INVESTIGATE SPECIFIC RESEARCH QUESTION/FOCUS OF THEME.
Use at least 8-10 good-quality academic resources: e.g., academic or professional journal articles, books by academic/professional experts, and formal interviews with experts that highlight various ideas, perspectives and ways to approach the theme. Pay attention to the overarching question listed for your theme. That will let you know whether, as you work through the Honors in Action process, your investigation fits the theme you have selected.

**STEP 5**
ANALYZE RESEARCH AND DEVELOP CONCLUSIONS.
Develop objectives or goals resulting from these research conclusions — what can the chapter do to address a specific need at the college or in the community?

**STEP 6**
DEVELOP A PLAN OF ACTION AND OBJECTIVES.
- a. action component that addresses a need or needs at the college or in the community;
- b. leadership actions and roles chapter members will undertake and the specific leadership development training in which the chapter and its Honors in Action project team will participate to successfully develop the project;
- c. college, community and other groups with which the chapter will collaborate; and
- d. reflection and assessment of all parts of the Honors in Action process.

**STEP 7**
CARRY OUT THE PLAN.
Evaluate regularly as you go and make adjustments as needed. Assess the results and consider future possibilities.

**STEP 8**
WRITE THE RESULTS.
Use your journal and judging rubrics for the Hallmark Awards (reflection) and submit the entry to Phi Theta Kappa Headquarters.
[ptk.org/benefits/awards/hallmark](http://ptk.org/benefits/awards/hallmark)