

To the Seventh Generation: Inheritance and Legacy

HONORS IN ACTION WORKBOOK

January 1, 2020 – December 31, 2021



HONORS IN ACTION

The Phi Theta Kappa Experience:
Honoring Scholars, Building Leaders



PHI THETA KAPPA
HONOR SOCIETY

Honors in Action (HIA) can be a challenging process with lots of opportunities to make a positive difference in the world through intentional research and service. This workbook is a roadmap to help chapters develop and implement a robust HIA project. Follow the prompts throughout the workbook as you work on your HIA project, and your chapter will be ready to write a successful Hallmark Award entry and fully participate in the five-star level of the Five Star Chapter Plan.

PROMPT 1: EXPLORATION

As you approach the Honor Study Topic and review the Honors Program Guide, begin to think of your interests and what intrigues you as a chapter. There are two primary ways in which this process can be approached: convergent or divergent. **The convergent approach** explores your wide and varied interests and then has you align those interests to the appropriate HIA theme. **The divergent approach** begins with the exploration of a specific theme and then requires you to brainstorm to align with that theme. Determine your chapter's approach.

If you have chosen the convergent approach, proceed to next box and begin brainstorming. Remember to use the Honors Program Guide to align your theme. Then, return here to record your chosen theme. If you have chosen the divergent approach, write your chosen theme here. Then, proceed to the next box to brainstorm ideas.

Theme Number and Name:

The Theme's Overarching Question (*found under the title of your chosen theme in the Honors Program Guide*):

Brainstorming Box: *Begin generating ideas related to your interests. Looking for a broader and more dynamic idea generation? Host a chapter-wide HIA brainstorming session.*

PRO TIP 1

Review the HIA Project Planning and Judging Rubric to be sure you include all elements of the project.

PRO TIP 2

When writing your HIA Hallmark Award entry, the fact that you are answering in some way your theme's overarching question should be reflected in your writing.

PRO TIP 3

Make the brainstorming session fun! Use big sticky notes that can be easily (and harmlessly) attached to walls or tables covered in butcher paper where people can write ideas with markers.

Now that you have explored your team's interests, it is time to define your research objectives. An important step in the research process is defining measurable objectives. These should be statements about what you want to learn and how you want to learn it. Record them below:

[illegible]

Three to five objectives are optimal. Objectives should be specific and measurable. For more information, check out the S.M.A.R.T.E.R. Goals reading in Unit 6 of PTK's online **Leadership Development Studies** curriculum.

PROMPT 3: INITIAL RESOURCES

Now, it is time to gather your initial resources. Check out the “How to Evaluate Academic Resources” section of the Honors Program Guide (pages 24-26) to understand what constitutes a quality academic resource. Record your sources below and provide a brief explanation of what you learned from each source.

1.

2.

3.

4.

5.

6.

7.

8.

PRO TIP 5

*HIA Hallmark Award entries require formal APA citations. To help you manage this, consider using a bibliography management tool such as EasyBib, Zotero, or Microsoft Word’s built-in citation manager. An excellent online reference is **The OWL at Purdue**.*

PRO TIP 6

You are limited to eight sources for your HIA Hallmark Award entry, but you will need many more sources for a comprehensive review. You can include information from these sources, in addition to the info from your eight sources, in the Research Conclusions section of your entry.

*For tips on determining the academic credibility of your sources, watch **Academic Writing 101**.*

PROMPT 4: WHAT DID YOU LEARN?

Now that you have completed your initial research, what have you learned? In two to three sentences, summarize what you learned from the source material. Record your findings below:

PROMPT 5: ACTION PLANNING

Now that you have completed your research and summarized your findings, it is time to move on to the Action component of your HIA project. How can you utilize the information you have gained from your research conclusions to create a positive impact on campus and/or in your community? The Action component of your HIA project can be advocacy, awareness, or traditional service. It all depends on where your Honors Study Topic research leads you. At this time, you are seeking a general overview of how you might create a positive impact. The specific project has yet to be determined. For example, one of your team’s objectives might be to raise awareness of a specific issue related to your research conclusions. Record your Action Objectives below:

PRO TIP 7

Once you’ve recorded what you learned from your first round of research, you’ll be able to move to the second round where your team will dig deeper into your investigation.

PRO TIP 8

Record your top three to five major points for each source and, from those, summarize your research conclusions.

PRO TIP 9

A manageable number of Action Objectives is three to five. Remember, you will address each of your Research Objectives AND Action Objectives in the Impact section of your HIA Hallmark Award entry.

PROMPT 6: ACTION PHASE

As you plan the Action phase of your HIA project, here are questions to consider:

- What resources do you have available?
- With whom will you collaborate? Why are these the best collaborators for your project?
- How will you manage your time?
- What is your budget?
- How will you meet the financial needs of the project?
- How will you record your experiences?
- How will you learn to do things you do not know how to do in order to successfully complete your HIA project?
- How will you evaluate and receive feedback about your project?
- What conflicts arose and how did you meet them?

PROMPT 7: FEEDBACK AND EVALUATION

Congratulations! You have nearly completed your HIA project! Using the information compiled in this workbook, review your materials and answer these questions:

- What did you learn from your team's HIA project, and how did you collectively grow as scholars and leaders?
- How did your project contribute to understanding of the Honors Study Topic?
- What were the qualitative and quantitative outcomes of your project? How did your team use its research and action to improve an issue in your community?
- What did you learn about the importance of informed action as a lifelong endeavor?
- How did you heighten your collective awareness about the Honors Study Topic, your theme, and global issues?
- In what ways did you evaluate your project as a team and receive feedback from collaborators about your project outcomes?

PROMPT 8: WRITING YOUR HIA HALLMARK AWARD ENTRY

It is time to go to ptk.org and access the HIA Hallmark Award submission page. Here are some helpful hints when writing your award entry:

- Use your HIA Journals to review information that will be valuable to the HIA Hallmark Award writing and editing process.
- Brainstorm as a team about what should be included in your answers to each of the HIA Hallmark Award questions.
- Your writers and editors can be separate people. Remember, the HIA Hallmark Award entry is ultimately the chapter's entry.
- Ask for help from the experts! While they cannot write the HIA Hallmark Award entry, chapter advisors, professors, librarians, and others can coach you through the process, and lend their expertise.
- Read your entry aloud to catch awkward phrasing and grammatical errors.
- Don't wait until the last minute. You can begin the writing process with the planning process. Use your HIA Journals to help you outline answers to the HIA Hallmark Award questions from the beginning of the process.

Have fun! Don't forget to include fellowship along the way! Celebrate major milestones! Celebrate when you click "submit" to enter your HIA Hallmark Award!

PRO TIP 10

Looking for the best way to record details about your HIA project? Check out the HIA Journal section of the Honors Program Guide, pages 27-28.

PRO TIP 11

A great way to proof your team's work and listen for "wonky" grammar and awkward sentences is to read your HIA Hallmark Award entry aloud. Host an HIA Reading Party and invite chapter members to listen for unclear information or lack of detail.

PRO TIP 12

Return to the HIA Hallmark Awards Planning and Judging Rubric as your team brainstorms what to include in your entry to highlight the work you did on your HIA project.



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