Honors Program Co-Curricular Events

What are co-curricular events?

UMW sponsors various co-curricular events throughout the academic year (i.e. seminars from outside speakers, the Great Lives series, films, plays, musical performances, field trips). Honors students are encouraged to attend as many of these events as possible. A list of suggested/approved events will be available on the [myUMW Honors Program](#) home page and will also be sent regularly by email.

What is required?

Each student is required to attend a minimum of one co-curricular event per semester (a total of 8 co-curricular events). After attending an event you are then required to submit a co-curricular summary by the last day of the semester (ideally, as soon after the event as possible would be best). This brief summary (approximately 1 page, single spaced, 12 point) should include the following pieces of information:

- The title, date, and location of the event attended
- A summary of the event (purpose of the event – seminar, exhibition, etc.)
- Critical interpretation of the exhibit, performance, etc.
- Reflection about what you learned about yourself, insight gained as a result of attending the event, how the event shaped your educational experience.

Important Reminders:

- Honors students are required to submit at least two summaries per academic year (one per semester).
- Students will not receive credit for a summary of an event in which you participated or one that was required for a course. For example, if you perform in the orchestra you cannot write a summary of the concert or if you are enrolled in the Great Lives course you may not write a summary of a Great Lives talk.
- Failure to correctly post your co-curricular summary may result in a lack of fulfillment for requirement as well as possible dismissal from the Honors Program. It is important that you follow the submission instructions provided.
1. Log into myUMW using your UMW username and password. You can find the link for myUMW in the top left corner of UMW homepage (www.umw.edu).

2. The myUMW link will take you to the UMW Single Sign-on page where you will enter your UMW username and password:
3. Go to the “My Memberships” at the top of the page and select on “Honors Program”:

4. The Honors Program home page will provide you with upcoming events, invitations, and access to required forms.
5. After attending a co-curricular event, and completing the summary, select your name at the top of the page and in the drop down box click on “Involvement”:

6. Click on the green button, “Add Involvement Entry” on the right hand side:
7. Select “Event Participation”:

8. Complete the “Add Event Participation” form. Make sure that you complete the following windows:

**Organization:** Honors Program  
**Category:** Co-Curricular Events  
**Activity Name:** Title of event that you attended for co-curricular event  
**Start Date:** Date of the Event  
**Total Hours:** Time of the event – if it is less than an hour enter this as a fraction of an hour. Do not enter minutes.  
**Proof of Participation:** Upload your co-curricular event summary (.pdf or .doc file)
9. After completing the required information make sure that the check boxes at the bottom of the screen are checked and then press the green submit involvement entry: