

Honors Program Course Proposal

Proposals for new Honors courses must be submitted to the Honors Council (via Director of the Honors Program). Upon acceptance by the Council, normal procedures for course approval and inclusion in the schedule of classes apply.

Application deadlines are November 30 for a Fall course and February 28 for a Spring course. Honors courses have a maximum enrollment of twenty students.

Course Proposal:

Title _____

Semester & Year First Offered _____

Expected Frequency of Course Offering _____

Proposal Guidelines:

Your course proposal should include the following items:

1. **Instructor Information**

- a. Name
- b. Department and School/Division
- c. Campus Phone number
- d. E-mail

2. **Statement of Philosophy**

A brief statement of your philosophy regarding Honors courses in general.

3. **Course Description**

- a. Title
- b. Number of credit hours and contact hours
- c. Prerequisites
- d. Course description (for the Bulletin)
- e. Tentative syllabus with the nature and number of assignments, as well as assigned readings
- f. Grading criteria (clear guidelines for assessment of student performance)

4. **Honors Nature of the Proposed Course**

- a. Learning objectives
- b. Creative aspects
- c. Interdisciplinary aspects, if any
- d. Special features, if any
- e. Why this course belongs in the Honors Program

5. **Expertise**

- a. Brief statement of the source of instructor interest or the special expertise instructor brings to the course.
- b. Curriculum Vitae (no more than 4 pages)

6. **Brief Course Description for Publication to Students.**

7. **Letter of Commitment**

The Chair of the instructor's department should forward a statement of commitment addressed to the Honors Council (via Director of the Honors Program).

8. **Letter of Support**

The Dean of the instructor's school should forward a statement of support addressed to the Honors Council (via Director of the Honors Program).