 

HONORS COURSE PROPOSAL

Before completing your proposal, please read carefully the following statement of **Philosophy and Goals for the Honors Program and the Guidelines for Developing Honors Courses**:

The philosophy of the Honors Program is that the goal of an Honors course should be to provide an enriched learning environment. Our focus is *not* on offering accelerated content. Honors courses should be student-centered, which means that students may take more initiative in their own learning than may be typical in a non-Honors course. Honors courses should also attempt to engage students in higher-level thinking, asking students to work on critical examination and / or on seeing connections between academic material covered in class and application in society or to other disciplines. Please keep these goals in mind in developing your Honors courses, and, in your proposal, please try to highlight places in which your proposed course will attempt to foster the philosophy and goals of the Honors Program.

**Timeline**

Faculty should plan to discuss their proposed course with the Honors / PTK committee at least one half of one semester before you are planning to offer the course. (For Spring, this would be the October committee meeting, for Fall, the March meeting.) With that goal in mind, please adhere to the following timeline, working backwards from your planned proposal date.

* Meet with an Honors Coordinator, **at least one week before submitting the written proposal**, to discuss your idea for the course and to go over the proposal form, in order to make sure it is clear what it is that the committee hopes to see in the written proposal.
* Submit the written proposal **at least two weeks before you are scheduled to discuss your Honors course proposal with the Honors / PTK shared-governance committee**, in order to get feed-back from the coordinator(s).
* Review the coordinator(s) comments on the written proposal, either in person or by email, and confirm that the comments have been reviewed, and edits made where recommended, **at least one week before you are scheduled to discuss your Honors course with the Honors / PTK shared-governance committee.**

**Course Details:** Name of Proposer: Date of Proposal:

 Course Number: Course Name:

* Does this course meet a General Education Requirement?
* If yes, what requirement does it meet? (e.g., Humanities, Special Electives, etc.)
* Have you taught an Honors Course in the past?
* If yes, please name the course(s) and semester(s):

**Contrasting your Honors Course with a Similar Non-Honors Course:**

Please attach a course outline (from Division Records) for existing course, or a sample syllabus from the **non-honors** version of the course you plan to teach as an Honors course. Put a check mark by each category below if you are planning significant changes between the proposed honors course and the regular course you teach. (Note: you do not necessarily need to be proposing changes in every category.)

**Sample syllabus from my non-Honors course attached**

For each of the following please specify (where applicable) the way(s) your Honors Course will differ from a regular course. You may attach additional paper and refer to the regular course outline to describe differences in more detail.

**For each of the following below, consider using the following template:**

“In my non-Honors courses, I typically do X; in my Honors course, by contrast, I hope to do Y.”

1. [ ]  Course Objectives: (Is there anything you might add in an Honors course that is not in a standard version of the course?)
2. [ ]  Instructional Materials: (Are there texts or other resources you might use in an Honors course that you may not use in a non-Honors course, keeping in mind, that the goal is not necessarily to ask the students to cover *more* material?)
3. [ ]  Methods of Evaluating Students: (Will you grade differently in this course than in your non-Honors courses? For example, might students be asked to present individual presentations or projects for a grade in this class but not be asked to do such activities in your non-Honors classes?)
4. [ ]  Laboratory or Field Work / Field Trips: (Be aware that the Honors Program has funds to support field trips and can assist in planning them as well.)
5. [ ]  Guest Speaker(s): (Be aware that the Honors Program has funds to offer guest speakers small stipends for coming in to speak to your class.)
6. [ ]  Computer Work: (Might you ask students to do computer work that you would not ask non-Honors students to do?)
7. [ ]  Brief Course Outline: (no need for a full syllabus for your proposed courses, but feel free to include some sample places in the course outline where the Honors course might differ from the non-Honors course.)

**More Detailed Discussion Questions**

**Please answer the following questions in a brief paragraph or so each.**

1. What has motivated you to teach an Honors Course?
2. Since Honors courses feature small class sizes, please describe some ways you believe the small class size will help you offer students an enriched learning experience in your Honors course.
3. Aside from the course objectives outlined above, what particular learning outcomes or skills would you particularly like to see students in your Honors course develop?
4. Briefly outline some ideas you have for possible activities or assignments you might use to help students accomplish the outcomes or skills mentioned in #3.
5. Other comments that will help the committee evaluate your proposal:

**Please provide a short course description for promotional use (approximately 25 words):**

Thank you for your interest in the Honors Program and we look forward to adding your course to our curriculum!

**Signatures**:

Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dept. Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Division Dean: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Committee use only**:

Committee Decision: (circle one) Approved / Revise and Re-Submit

**Signatures**:

Chair of Honors / PTK Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Honors Coordinators: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please print the form, obtain the necessary signatures, and either scan it and email it to Honors@harpercollege.edu or submit it to the Interdisciplinary Programs Office, P 124.