

## HONORS COLLEGE SEMINARS: APPLICATION FORM

Faculty Name: \_\_\_\_\_

Department: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Tentative Title of Seminar, Level, and Possible Gen Ed category or Department elective: \_\_\_\_\_

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Which semester do you prefer: Fall 20\_\_\_\_; Spring 20\_\_\_\_; Summer 20\_\_\_\_; Mini 20\_\_\_\_

**Please attach with this form a statement describing your tentative plans for the course. The statement should include:**

1. A brief description of the content and structure of the course with an explanation of what about this course makes it an honors seminar.
2. An explanation of how this course provides an intellectually demanding environment; supports student-centered learning; emphasizes independent learning, student leadership and civic engagement; and develops a “unique” learning experience.
3. A statement from the department approving the course as a departmental honors course (if appropriate).
4. The name(s) of the instructor(s) teaching the course, along with preferences for semester, day(s) of week, and time of day.

**Also attach a preliminary syllabus that has the following:**

1. a short course description with an explanation of why this is an honors seminar
2. clear statement of course objective(s) / goals
3. teaching strategies/pedagogies to be employed (e.g., discussion, groupwork, debate)
4. essential readings, texts and course materials (primary source readings required)
5. course requirements and means of assessment/evaluation (be specific; writing is required)
6. an attendance policy
7. an explanation of grading standards

**Procedure for submitting an Honors Seminar Proposal:**

1. After completing the proposal, you may submit a signed copy to The Honors College Curriculum Committee with a copy of your Curriculum Vitae. **Please Note: NO proposal will be considered unless it has been approved by your Department Chair and College Dean.**
2. The proposal will be reviewed by the Honors College Curriculum Committee, and questions concerning the proposal will be addressed by faculty member (if appropriate).
3. If the proposal is accepted, the Dean of the Honors College will notify you. The department Chair and the Dean of the Honors College will work together to provide for appropriate scheduling of any approved course

**Signature of faculty:**

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**Signature of Department Chair:**

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*(Note: By signing this, you are agreeing to allow the faculty member to teach this course during the following year's schedule, provided it is approved and requested.)*

**Signature of College Dean:**

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**Return to: The Honors College**