

HONORS ENHANCED COURSE APPLICATION AND APPROVAL

An enhancement is established through a contract between the student and faculty member and the completion of the appropriate forms. The completed application contains (1) the cover page, (2) the enhancement contract, and (3) the request for faculty workload credit. When all these forms are completed and signed, the appropriate Dean's office should send copies to the Honors Director, the Registrar, and the student.

PARTS OF AN ENHANCED COURSE APPLICATION

1. Cover page: The cover page is attached ("Project Approval Form"). The student should fill it out and secure the required approval and signatures. Any enhancement is subject to the approval of the Honors Program Director and the Dean of the school in which the course is offered.

2. Enhancement contract. On a separate page following the cover page, the student should provide a description of the honors component (using the following numbers and titles).

1. Personal Statement: The student should set forth the goals of this honors component, discuss the reasons for undertaking the project and how the honors component enhances the course to honors level (Examples: adding to the syllabus, making a course interdisciplinary, creating a multi-cultural element to a course, including a dimension of public service, etc.).

2. Enhancement: List or describe in some detail the particular element(s) of the honors component. Include whatever activities are supplemental or alternative to the regular requirements of the course. (Examples: extra or alternative written work, projects, presentations, meetings with outside mentors, etc.)

3. Evaluation Process: How the honors component is graded should be specified. However the honors component is graded, only one grade is ultimately given for the course. (Examples: the student is graded on all work, including the honors component, a separate grade is given for the enhancement which is then averaged in with the grading for the regular requirements of the course, etc.).

4. Scheduling: A schedule of meetings of the faculty member or other people and the student, deadlines or due dates if appropriate, should be included. The honors component must be completed by the end of the regular course. (Examples: weekly meetings, interviews with outside mentors, attendance at events on or off campus, etc. If added or alternative work is assigned, when that work is due.)

3. Request for faculty workload credit (Attached) submitted to the Dean of the school in which the course is offered.

HONORS COURSE ENHANCEMENT PROJECT APPROVAL FORM

COURSE NUMBER AND NAME

SEMESTER/YEAR

APPROVAL SIGNATURES:

STUDENT NAME & NUMBER

SIGNATURE/ DATE

FACULTY MEMBER

SIGNATURE/DATE

DEPARTMENT CHAIR

SIGNATURE/DATE

HONORS DIRECTOR

SIGNATURE/DATE

If the faculty member is an adjunct, please attach contract.

DEAN

SIGNATURE/DATE

Attach: honors enhancement contract and request for faculty workload credit. When completed, forward copies to the Honors Director and Registration.

