Form for Registering for an Honors Teaching Practicum (HON 497)

Fall____20_________     / Spring____20_________     / Summer____20_________

Student name:___________________________________________________   ID#_______________________________

Status:  Full time  ☐  Part time  ☐

Number of credit hours:_________________

The Honors Teaching Practicum (HTP) allows junior and senior honors students to assist a professor in a class they have taken within their major or minor. The central goals of the HTP are to give students experience with some of issues involved in conveying knowledge to others and to reacquaint them with some of the central knowledge content of their field of study. In order to accomplish these goals students may organize study sessions, provide individual student tutorials, provide guidance with writing assignments, oversee group projects, organize class discussion sessions or oversee other related class activities. They are, however, prohibited from grading any of the activities they oversee or from performing purely administrative functions. Students are required to regularly attend the class in which they are assisting. Professors, overseeing HTP students will provide students with related pedagogical materials within the area of the course and opportunities for them to reflect on these materials and their experiences in writing, such as in a journal or reaction papers. The number of credit hours is determined by the credit hours of the course where the practicum is taking place (e.g., 3 hours for a 3 credit hour class, or 4 hours for a course with a lab). An HTP may be repeated one additional time for credit and may not exceed a total of eight credit hours. For more information contact the Director of the Honors Program (Prerequisite: Minimum of 60 credit hours, permission of instructor and member of the University Honors Program or permission from the Director of the Honors Program). Use the form below to apply for an HTP.

Course name:______________________________________________________________________________________

Grade  received:________________________________________

When course was taken:_________________________________

Backboard:    Yes  ☐  No  ☐

Faculty Supervisor

Approved by:________________________________________   Chairperson   Date

Approved by:________________________________________   Director of Honors Program   Date

Approved by:________________________________________   Dean   Date

For______________ Faculty Workload Credit(s)

Rev 6/2013
Continuing matriculated undergraduate students have the option to take a course at another institution and transfer the credits to Western Connecticut State University. However, students need permission to take a course at another institution BEFORE the course is taken. The permission ensures that the credit will be transferable back to WCSU.

**Transfer Credit Procedures**

1. Fill out the Permission to Take a Course at Another Institution form.
2. Attach catalog or course description from the other school (indicate subject and course number).
3. To determine WCSU course equivalencies, visit our database of local schools and WCSU transfer course equivalencies.
4. Students will not receive duplicate credit for a course in which they have already earned credit.
5. If the school and course is listed on the database as an approved equivalent course, submit the form to the Chairperson of your major for their signature. Then bring the signed form to the Registrar’s Office.
6. If your school or particular course is not in the database, then you need to obtain all appropriate approvals for the form. (Failure to obtain approval may result in not receiving transfer credit.)
7. Discuss your intentions with your academic advisor.
8. Submit the completed form to the Registrar’s Office in Old Main.
9. Bring the approved Permission to Take a Course at Another Institution form with you to the other school when you register. The other school may require proof of prior approval.
10. If you change your mind and request approval for another course and/or at another school, please submit a new form for the new course and/or college.
11. A minimum grade of “C-” must be earned for the course to be eligible for transfer credit. NOTE: Certain degree programs have specific grade requirements for courses that are higher than a “C-.” Therefore this earned minimum grade would not allow the course to be transferred. Refer to your degree program for details.
12. The course will appear as transfer credit with a grade of “T” on your WCSU transcript. This action will not affect your WCSU GPA.
13. Courses considered for transfer credit must come from a regionally accredited institution.
14. Immediately after the course is completed, request to have the other school send your official transcript to our office for proper transfer credit entry. The official transcript should be mailed to the following address:

    Western Connecticut State University
    Registrar’s Office, Old Main 102
    181 White Street
    Danbury, Connecticut 06810