



**Honors Program**  
 phone (203) 837-3226  
 fax (203) 837-3937  
 wcsu.edu/honors

**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 for HTP:\_\_\_\_\_

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 the 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 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:\_\_\_\_\_

Blackboard: Yes  No

Faculty Supervisor \_\_\_\_\_

Approved by:\_\_\_\_\_

Chairperson Date

Approved by:\_\_\_\_\_

Director of Honor Program Date

Approved by:\_\_\_\_\_

Dean Date

For\_\_\_\_\_ Faculty Workload Credit(s)

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. This 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 a 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 the grade "I" 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