

# Honors Enhanced Course Application and Approval

An enhancement is established through a contract between the Honors Program student and faculty member (see Part 2 and all four of its sub-points below) and the completion of the appropriate forms (i.e., the Project Approval and the Faculty Workload Credit forms). The COMPLETED application contains (1) the Project Approval Form, (2) an enhancement contract, and (3) the Request for Faculty Workload Credit Form. When all three components of the application are completed and signed in the order that appears on the Project Approval Form, the appropriate Dean's office (the Dean of the school in which the course is offered) should send copies to the Honors Director, the Registrar, and the student. The deadline for submitting the completed application is the third Friday of every semester. Summer and Intercession enhancements will only be approved under extremely exceptional circumstances.

## Parts of an Enhanced Course Application

1. Project Approval Form: The student must fill it out and secure the required approval and signatures in the order that they appear on the form. Every 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: The student must provide a description of the honors project by using the following numbers and titles (a minimum of at least a page is required).

1. Rationale: The student must outline (1) the objectives of the honors component, (2) the reasons for undertaking the enhancement, and (3) how the planned activities enhance the course to honors level in at least three ways (i.e., adding to the syllabus, making the course interdisciplinary, creating a multi-cultural element to a course, including a dimension of public service, etc...).

2. Enhancement: List and describe, in some detail, the particular elements of the honors component. At a minimum, the student must undertake at least 20 extra workload hours for the enhancement. Include whatever activities are supplemental or alternative to the regular requirements of the course (i.e., extra written or lab work, projects, presentations, meetings with outside mentors, etc...).

3. Evaluation Process: Describe the grading process of the honors component (i.e., the student is graded on all work, including the honors component; or a separate grade is given for the enhancement which is then averaged in with the grading for the regular requirements of the course, etc...). Only one grade is ultimately given for the course.

4. Scheduling: Provide a schedule of deadlines and/or due dates for specific activities (i.e., weekly meetings, interviews with outside mentors, attendance at events on or off campus, all assigned work, etc...). At a minimum, at least one weekly meeting between the faculty member and the student for one-half hour must occur.

3. Request for Faculty Workload Credit: The student must acquire the appropriate signatures and submit the form as part of a complete application. **A revised contract must be attached for adjunct faculty.** Full time faculty must attach a revised contract for summer and intercession enhancements only.

# Honors Course Enhancement Project Approval Form

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COURSE NUMBER AND NAME SEMESTER/YEAR

COURSE USES BLACKBOARD: \_\_\_\_\_YES \_\_\_\_\_NO

APPROVAL SIGNATURES:

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STUDENT NAME & NUMBER/ SIGNATURE/ DATE

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FACULTY MEMBER NAME & SIGNATURE/DATE

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DEPARTMENT CHAIR NAME & SIGNATURE/DATE

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HONORS DIRECTOR NAME & SIGNATURE/DATE

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

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DEAN SIGNATURE/DATE

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

# Honors Course Enhancement

REQUEST FOR FACULTY WORKLOAD CREDIT

As part of an honors enhancement, additional workload credit is requested for:

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COURSE NUMBER AND NAME SEMESTER/YEAR

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STUDENT NAME

STUDENT ID NUMBER

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FACULTY NAME

STUDENT CREDIT/ADDITIONAL CONTACT HOURS

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Approved by

Department Chair Date

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Approved by

Dean Date

for .11 faculty workload credits

(1/9 of one credit)

Part-time faculty must attach a revised contract to receive the additional credit.