

Honors Seminar Proposal Form

In order to facilitate committee deliberations, please complete this form as thoroughly as possible. E-mail copies to the chair of the Honors Committee and the Faculty Coordinator for the Honors Program. Send a signed paper copy to the chair of the Honors Committee.

Please attach a course syllabus, which provides the following types of information:

- List relevant University Objectives as found in the front of the *Heidelberg University Catalog*
- Grading and attendance policies
- Course grade components and their contributions to the course grade
- Calendar for the semester
- Content: course framework including intended readings, field trips, speakers, other resources

Note: There can be no prerequisites for Honors Seminars.

Please select one of the following:

Instructor's Name	
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Course Title (titles of more than 22 characters will be abbreviated)	
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Preferred Class Meeting Schedule: days/times	
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Preferred Semester for course offering:

Preferred year to offer:

Number of credits (2-4):

Number of students per section:

Justify numbers outside of the 15-20 student suggested size:

- A. Seminar Description: Should include general course description, suitable for publicity, announcement to the General Faculty, and registrar notes.

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- B. Seminar Theme: How does this course relate to the seminar *theme*? (Scholar, Scientist, etc.)

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- C. Seminar Structure: In what ways is this course conducted as a seminar?

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D. Interdisciplinary Approach: How is this course *interdisciplinary* in content and approach?

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E. Describe any **overlap in content** with other courses within or outside your department. Describe how this course might complement these courses, and if appropriate secure chair signature from outside department where overlap exists.

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F. If an **off-campus experience** is required, please describe below. Include number/frequency of trips, and time requirements for students outside of regularly scheduled course times. Anticipated expenses not covered by department should be estimated in "H" below.

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G. If this course requires additional **library support**, list specific resources including books, films, CD's, and journals with estimated costs below.

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H. If this course requires additional **financial support** from Academic Affairs (guest speakers, equipment, supplies, etc.), provide a list of needs and estimated costs below. We encourage you to clarify these issues with Academic Affairs prior to submission of this proposal.

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I. Please describe how this course will fit into the teaching load of the instructor's preferred semester. It is assumed that the proposer will have made arrangements for release time (or equivalent) with both the chair and Academic Affairs prior to submission of this proposal.

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Instructor(s) signature	
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Signature of your Department Chair (signifies support of department, and indicates no significant overlap of content in department)	
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Accessory Signature(s) if applicable (examples: chairs of interdepartmental majors, chairs of departments with similar offerings, etc. See box D above)	
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Academic Dean's signature signifying approval of budgetary issues, including staffing	
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