HONORS SECTION PROPOSAL

Any tenured or tenure-track faculty member may propose an honors section of an existing course. Once approved by your department chair, the proposal goes to the Honors Committee for evaluation. If approved by the Honors Committee, the section is presented to the Campus Wide Curriculum Committee as an informational item. The section will then appear in the schedule as an Honors course. It is expected that each time an honors section is proposed, it will be updated. Currently, only two honors sections will be approved each semester subject and contingent on curricular needs.

APPROVAL PROCESS

During the proposal development process, Honors Committee members will be available for consultation with interested faculty and chairs. For inclusion in the spring semester, the proposal should be developed in consultation with your department, and presented to the Honors Committee no later than:

<div align="center">End of the Semester</div>

INSTRUCTIONS

Read the general criteria for an honors section and the narrative description of how an honors section should differ from a regular section.

Please fill in the form and respond to its two narrative questions.

For the first narrative question, consider the ways that your proposed section would differ from a regularly-taught section. How would this new section motivate and engage the students? How would it prepare them for senior undergraduate work in a demanding institution? How would it present course material in an innovative manner?

For the second narrative question, tell us why you should be the one to teach an honors section. Keep in mind that you will be asked to complete significant revisions to your

course, prepare new readings, address the needs of your particular class, attend honors functions, and be available for students outside your regular office hours.

Prepare a new course syllabus following the model attached to this form. The clarity of your syllabus is extremely important. Attach your new syllabus to this form and include a copy of your course's regular syllabus. For a revision of an already-approved honors section, include your previous syllabus.

COMPARED TO A REGULAR SECTION, AN HONORS SECTION SHOULD:

- Promote increased student participation, engagement, discovery, and interaction.
- Favor enrichment rather than extra work. Have higher expectations for student performance in writing, problem solving, and oral presentation. Promote critical thinking, analysis, synthesis, and interpretation.
- Foster the in depth study of a subject. The material taught should transcend what is presented in a textbook. Course materials should be interdisciplinary, introduce advanced concepts and theories, and prepare students for further study.
- Encourage scholarly research, by utilizing primary sources, and requiring the greater use of secondary sources and discipline-specific citations.
- Provide students with increased opportunities for contact and interaction with the instructor.
- Provide students with extracurricular activities, field trips, and/or lectures from guest speakers.

HONORS SECTION GENERAL CRITERIA

- Limited enrollment to maximum of 18 (Honors students have priority registration)
- Other students may register with a minimum GPA of 3.2
- Full time tenured, tenure track, CCE, or CCE track faculty only may submit
- Faculty should be available to approve students for registration via email, phone or in person during registration period
- The syllabus must have clearly defined learning objectives, detailed descriptions of learning units, specific readings, a week by week schedule, and assessments cross-indexed to specific learning objectives (see attached)
- The majority of the grade should be based on written assignments
- Grades cannot be based on statistical curves
- Honors Sections must incorporate two High Impact practices:
    - Formal Writing Intensive designation
    - A collaborative assignment
    - A research component
    - An experiential learning assignment
    - A service learning or community-based learning component
    - A short internship
    - A capstone project such as the completion of an ePortfolio assignment
- Sections must incorporate three Level 2 General Education Core Competencies:
    - Multicultural awareness
    - Global awareness and citizenship
    - Leadership/Interpersonal relationship skills
    - Understanding of global environmental issues and ethics
    - Understanding values and ethics
    - Advanced research skills/ Empirical observation and data analysis
    - Critical and analytical skills in personal and professional settings
    - Understanding of aesthetic principles of beauty, order, and harmony

For more information on High-Impact Practices, please see: Kuh, George D. *High-Impact Educational Practices: What they are, who has access to them, and why they matter.* Washington, DC: AAC&U, 2008.

For more information on GenEd at Hostos, please visit http://www.hostos.cuny.edu/oaa/ctl_ged.htm

HONORS SECTION PROPOSAL

Department   _____

Course Number   _____

Course Title   _____

Pre/Co-Requisites   _____

Faculty Member Name   _____

Office Location   _____

Telephone   _____

Email   _____

Semester/Year Proposed   _____

Department Chair Name   _____

Department Chair Signature   _____

Date   _____

Attach Syllabus of Existing Course   ☐

Attach Syllabus of Honors Course   ☐

NARRATIVE

1.   Consider the ways that your proposed section would differ from a regularly-taught section. How would this new section motivate and engage the students? How would it prepare them for senior undergraduate work in a demanding institution? How would it present course material in an innovative manner?

2   Tell us why you should be the one to teach an honors section. Keep in mind that you will be asked to complete significant revisions to your course, prepare new readings, address the needs of your particular class, attend honors functions, and be available for students outside your regular office hours.

HONORS SECTION PROPOSAL APPROVAL

	APPROVAL	DATE
Submitted to Honors Committee		_____
Approved by Honors Committee	☐	_____
Presented to CWCC		_____
Registrar Notified		_____