### Honors College

###  Course Proposal Packet revised 7-5-17

**General Information:**

* Texas State faculty of any rank may teach honors courses.
* Honors courses are interdisciplinary in approach using a seminar format driven by discussions or other interactive forms of teaching.
* Honors classes are generally limited to 20 students.
* The students in honors classes usually represent different academic departments and colleges.
* All honors courses are, by definition, writing intensive. As such, a minimum of 65% of the overall course grade must derive from graded written work and at least one work should be 500 words or more in length. The writing intensive requirements must be depicted in the course proposal.
* Honors courses may be counted as advanced courses in a particular discipline and may be included in the Texas State General Education Core Curriculum courses with special approval of the Texas State General Education Committee. Honors students may count only one substitution from among those approved for the honors course. See Form 3.
* Descriptions of past course offerings and approved substitutions can be found at <http://www.txstate.edu/honors/courses/catalog.html>
1. **Release Time:** Department chairs must release full-time faculty to teach an honors course. Departments may request funds to cover actual costs incurred by releasing the faculty member to teach this class. The chair’s signature on the Departmental Approval to Teach an Honors Course Form (2) indicates his or her willingness to grant release time for the faculty member. Faculty who are not full-time may contact honors@txstate.edu to discuss arrangements to teach an honors class.
2. **Deadlines for Course Proposals:** We will begin reviewing course proposals for 2018–19 on September 29, and will continue until our schedule is completed.
3. **Required Forms and Attachments:** (1) the Course Proposal, (2) the Departmental Approval to Teach an Honors Course, (3) the Honors Course Substitution, and (4) a brief (1-2 page) curriculum vita.
4. **Please return the entire packet** with chair’s signature to Robby Longoria, Senior Administrative Assistant, Honors College, 411 Lampasas Hall. Also **send the packet electronically** to honors@txstate.edu.

**1. Honors College Course Proposal Form** 7-5-17

**Proposed Course Title -**

**50-word Course Description -**

**Course Justification -** Please explain why this course is needed and what curricular gap it is intended to fill.

**Measurable Student Outcomes**

* Must be specific and unique to this course.
* How does the course include:
1. Interdisciplinary knowledge and understanding of various aspects of the human experience?
2. An ability to read with comprehension and communicate effectively both orally and in writing?
3. An ability to initiate independent research, problem-solving, or creative expression?

**Brief Description of Instructional Methodologies –**

* Examples include lecture, discussions, group projects, role playing, simulations, modeling, field-based activities, writing, cooperative learning activities, inquiry, experimentation, product design, creative activities, case studies, seminars, internship activities, coaching, etc.

**Assessment of Student Learning –**

* Examples include tests, projects, presentations, performances, creative works, papers, portfolios, field work, group process, student critiques, journals, etc.
* Above examples of assessment must include percentages of total grade assigned.
* Must measure written work to fit Writing Intensive designation such that a minimum of 65% of the overall course grade must derive from graded written work and at least one work should be 500 words or more in length.

**Course Outline–**

* Must distinguish the course clearly from similar offerings in the same or other programs.
* Must indicate specific topics.

Week 1:

Week 2:

Week 3:

Week 4:

Week 5:

Week 6:

Week 7:

Week 8:

Week 9:

Week 10:

Week 11:

Week 12:

Week 13:

Week 14:

Week 15:

Week 16 (Finals Week):

**Suggested Textbooks and Other Learning Resources –**

* Must list the required and recommended (if any) resources (e.g., relevant textbooks, course packets, websites), with complete bibliographical data (author, title, date and other publication data) in standard academic format (e.g., APA, MLA, Chicago, etc.).

**Bibliography –**

* Must include literature other than required textbooks or other learning resources.
* Must demonstrate familiarity with current research. Ordinarily, the bibliography should include scholarship published during the last five years.
* Must conform to a standard academic format. Each bibliography will use only one format.

**Course Resources –** What additional resources are necessary for your course? Examples include a media equipped classroom, or additional funding for course supplies, films, field trips or other course related expenses.

**2. Departmental Approval to Teach an Honors Course**

**Faculty Name:**

**Faculty I.D. Number:**

**Academic Department:**

**Proposed Course Title:**

**Semester/year course will be taught:**

**Scheduling (days and time) request(s): (**

**Please choose and initial one option:**

**\_\_\_\_**The faculty member has departmental approval to teach one Honors course in place of one course regularly taught. If releasing this faculty member will cost the department an additional amount due to hiring of replacement faculty rather than shifting responsibilities, please provide details here.

Replacement faculty will teach the following class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The cost will be:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Cost Center #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Fund Center #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Salary G/L:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The normal rate for replacement should not exceed $3500 per course.

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\_\_\_\_\_The faculty member has departmental approval to teach one Honors course. Since this faculty member is paid per course, the Honors College will pay the faculty member $3500 directly.

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\_\_\_\_\_The faculty member has departmental approval to teach one Honors course in addition to the regular load. No compensation will be provided to the faculty member or to the department. This option is discouraged for most cases.

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 School Director or Department Chair Date

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Below for Honors College use only

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 Honors College Approval Date

**3. Honors Course Substitution Form**

**Proposed Course Title:**

**Suggested Course Substitution(s):** Before submitting a course proposal for consideration in the General Education Core, contact honors@txstate.edu for additional forms. If appropriate, please secure appropriate substitutions for departmental electives from your department.

**Rationale for Substitution:**

Signature below signifies approval of the course substitution by the proposed honors course.

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 School Director or Department Chair Date

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 Honors College Date