

UHP

**UNIVERSITY HONORS PROGRAM
UHON 351
COURSE PROPOSAL FORM**

IT IS RECOMMENDED THAT PROPOSALS REVIEWED BY YOUR COLLEGE ADVISORY COUNCIL REPRESENTATIVE PRIOR TO BEING SIGNED BY THE DEPARTMENT CHAIR. FORMS SHOULD BE ADDRESSED TO HONORS PROGRAM, MORRIS LIBRARY 110, MC 6532

Course Type

____ New UHON 351 course

OR

____ Renewal of a prior UHON 351 course

Last semester course was taught: _____

Proposed effective date: Fall 20____ Spring 20____

Registration Information

Course Title: _____

Meeting Days/Times: _____ Location: _____

Instructor: _____ Dawgtag: _____

Academic rank or appointment: _____

If Non-Tenure Track Faculty, what percentage FTE was your most recent appointment? _____

What is your anticipated FTE for the semester in which you propose to teach UHON 351? _____

Campus address, email and phone: _____

Instructor Affiliation

College/School: _____

Department : _____

Four to five big questions your course asks. This will be used to market your course to students:

Course could be offered under the following listings (check all that apply):

Fine Arts Human Health Multicultural Diversity/US
 Social Science Laboratory Science Humanities
 Interdisciplinary (**specify** areas: _____)

Detailed Course Syllabus (attachment)

*UHON 351 seminars substitute of University Core Curriculum courses. They should be rigorous, innovative, and should address issues of potential interest to a range of undergraduate majors. What should distinguish a UHON 351 seminar is qualitative, rather than quantitative. Course design should take into account an enrollment limit of 15 students per class. **For full consideration, all syllabi must include:***

- a. Detailed course description
- b. Student learning objectives
- c. Schedule/outline of topics and learning experiences
- d. List of texts or other reading materials
- e. Description of grading scheme/rubric
- f. Prompts for term papers, journals, projects
- g. Description of how this course provides a unique educational experience, appropriate for Honors students at SIUC
- h. Abbreviated Curriculum Vitae (2-3 page maximum attachment) emphasizing teaching experience and effectiveness.

Requirements

Honors Teaching Fellows:

- Are requested to attend an orientation roundtable meeting the week before classes begin in August
- Assess learning outcomes as requested by the UHP
- Welcome prospective students who wish to sit in on a course
- Administer (in class) UHP course evaluations by no later than the final exam day

Remuneration

_____ Course will be taught on-load. The UHP considers this to mean the faculty member's home department is granting permission to teach the course, and there will be *no* remuneration; the faculty member's home department, as always, receives all the FTE.

OR

_____ Department incentive- \$3200 (in OTS) to department for release of faculty member from a regularly taught course.

OR

_____ Faculty incentive-\$3200 to faculty member for teaching this course in addition to regular teaching duties. This payment will be in the form of OTS (travel, commodities, and contractual services).

OR

_____ Other (Specify: _____)

NOTE: Faculty Incentive monies will be transferred to their home department for management and expenditure by the faculty member. Any exception to this practice must be discussed with and approved by the Director.

Courses which do not make a minimum enrollment may be cancelled. Under-enrollment may result in a reduction of remuneration.

Request prepared by: _____ **date** _____
Instructor

Departmental approval: _____ **date** _____
Head of Department or School

[NOTE: proposals submitted without the above signatures will not be considered]

UHP approval: _____ **date** _____

Honors Advisory Council Representatives by College

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Applied Sciences and Arts
Business Administration
Education and Human Services
Engineering
Liberal Arts
Mass Communication and Media Arts
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