

***For use as an offline aid only for
online submission of the form.***

Application for Repeat Honors Seminar

Application to the Honors College Curriculum & Policy Committee (HCCAP) to propose repeating a previously approved and offered seminar for the Honors College of Marshall University. An approved Honors Seminar (HON 480) may be offered up to 3 times within 3 years. This means that seminars that have been approved by the HCCAP may be offered two additional times within three years, following the first approved and scheduled offering, by submitting this form and obtaining approval. After this three-year period, faculty must submit an updated seminar proposal (using the same form as for new seminars found at www.marshall.edu/honors/teaching).

Page 1



HONORS COLLEGE

Repeated Seminar Cover Sheet

Primary Instructor's Name

Title

First

Last

Primary Instructor Department or Unit

Contact Phone

Contact Email

*As Primary Instructor,
you will be the point of
contact for this
submission.*

Co-Instructor Name (if applicable)

Title

First

Last

Just leave these co-instructor fields blank if you are teaching solo.

Co-Instructor Department or Unit

Contact Phone

Co-Instructor Email

Schedule and Room Requests/Preferences

e.g., TR 2-3:15pm or W 4-6:20 in a TECl room, preferrably in Smith Hall

You can provide us with your preferences for when (and where) you would like to offer an approved seminar. We will do our best to work with you, your department, and the Registrar to accomodate all requests.

SEMINAR TITLE (FULL)

If you feel a title change (from your earlier offering/s) is in order, you may propose one here. While you are welcome to be as creative with your title as you are with your pedagogy, we encourage you to provide one that is also descriptive and thus more easily understood by students. Lengthy titles are fine for our purposes in the College, but the Registrar will use 30 characters and spaces, in total, when the schedule is prepared. Given this, in the next textbox, please also provide a short title within this limit for the schedule of courses.

☐ **This is an updated title from earlier offering**

Help us identify whether you've proposed updating your seminar title.

COURSE TITLE (SHORT)

24 characters maximum allowed in this field

The Registrar will use 30 characters and spaces, in total, when the schedule is prepared. Of those, six will be used by "SpTp: " as these seminars are all Special Topics classes. Given this, please provide a title within the 24 character limit for eventual inclusion in the schedule of courses. This field will allow only the permitted number of characters.

SEMESTER OF PROPOSED OFFERING

e.g., "Spring 2019, but also Fall 2019"

Please indicate when you would like to offer your repeated Honors Seminar. There may be need to schedule an accepted proposal for a future semester as a result of different factors—including the imperative to enrollment goals across all scheduled seminars. Therefore, it is helpful to suggest whether your schedule might allow you to be scheduled for an alternate, future semester.

SEMESTER FIRST OFFERED

e.g., Spring 2017

Please indicate when you first offered the course.

SUBSEQUENT OFFERING

e.g., Fall 2017

Please indicate if you've offered the course a second time in three years.

Page 2

NOTICE: Completed proposals include all required fields. Instructions for textboxes/fields accompany each.

Application for Repeat Honors Seminar

PROPOSED REVISIONS

If you do not intend to make significant changes, you will still need to let us know that here. An entry must be made.

*If you envision making significant changes to an earlier iteration of the seminar, please let us know what you have in mind in as much detail as possible. IF your changes are substantive, you may need to submit a proposal for a UPDATED seminar using the same application as for a new seminar (and indicating that it is an **updated** proposal on that form). If you have any doubt, please contact us.*

*In the **Attributes** textbox below, please identify whether you could obtain (or have obtained) approval for the seminar to add attributes such as [writing intensive](#), multicultural, and/or international. It is a boon to our students to be able to obtain credits for [General Education](#) requirements while also completing their [Honors Curriculum](#) in order to graduate with University Honors. It is the responsibility of faculty to complete any/all necessary applications for adding attributes before the beginning of the semester of offering as students need to be well-informed when making curricular choices. **We've put together a [Guide](#) to help you consider how you can add designation(s) to your course.***

COURSE GENERAL EDUCATION ATTRIBUTES

NOTE: If you do not plan to pursue attribute(s), please just let us know that in this box. An entry must be made for completion.

SUPPORTING DOCUMENTATION

Please provide the following item(s) in support of your application as uploaded/attached documents, whenever possible.

SUPERVISORIAL APPROVAL

Please provide filename(s) in the following format: Your Last Name_approval. You may upload multiple files for multiple instructors. If possible, include an uploaded letter or copy of an e-mail message from your departmental Chair or appropriate unit supervisor that clearly indicates approval for a one-course reassignment to the Honors College in the proposed semester for your seminar. IF needed, you may forward an email with permission provided to honorscollege@marshall.edu. NOTE: Your application will not be complete until an approval is submitted.

☐ **I have sent (or will send before the deadline) a copy of approval/s via email**

If you cannot upload approval/s here, please indicate that by checking the box. You will be required to send that by email before the deadline.

Syllabus

As this is a seminar that has been taught before, we request a copy of the syllabus that you have developed. The HCCAP will be able to easily include it in our review of your repeat application.

Please complete the following checklist to confirm a completed application:

☐ **General Education attributes noted, if any (e.g., writing intensive, multicultural, international)**

☐ **Letter or e-mail from department chair/unit supervisor of each instructor affirming acceptance to one-course reassignment to the Honors College in the proposed semester of offering**

☐ **Details for significant changes to seminar have been provided, if applicable.**

ADDITIONAL COMMENTS

If you have any additional information or clarifications to responses provided that you'd like to share, you may do so here.

When you click the "Submit" button below, your application will be submitted and you will be unable to return to it for edits.