

How to Propose an Honors Course Component

What an Honors Component Is. Honors students (sophomores and above) must petition the HPC to grant honors course recognition for a specially designed component of a non-honors course (“the Honors component”). The Honors component will be developed by the student in consultation with the course instructor, and must clearly reflect at least one of the pedagogical goals of the Honors Program:

Learning in Community—We believe that learning with friends in small classes is the best way to succeed academically and personally.

Active Learning—Honors courses are lively seminar-based discussions. Many include service and experiential learning such as community service, fieldtrips, concerts, and plays.

Transformative Experiences—The Honors Program challenges students to reach beyond their comfort level, to try new things in a process of self-discovery.

The Honors component can meet one or more of these goals in a variety of ways, depending on a course’s subject matter, the talents and interests of the student, and the involvement of other Honors Program students. Members of the HPC will advise interested students in developing appropriate content.

Requirements. The following specific requirements should be observed:

1. Students interested in Honors recognition for a non-honors course should contact the instructor as soon as possible after the start of the semester to discuss possible areas for honors component work.
2. Students must be sophomores or above. Freshmen are not eligible to submit component proposals.
3. Eligible courses include any *non-introductory* Merrimack course taught in the day division during the regular academic year, as well as courses taken at Merrimack-approved foreign study programs, including Pellegrinaggio and Crossing Borders. Summer and evening courses and courses taught at other institutions will not normally be eligible.
4. Courses approved for Honors recognition will be listed on the student’s transcript by the standard course number, followed by the letter ‘H’.
5. Students will normally be limited to no more than two such courses as part of the required eight Honors courses. Honors components should not be used as a way to avoid taking available honors courses, even if those are of less interest to the student.

Preparing the Component Proposal. Students must recognize that an Honors component in a non-honors course imposes an extra burden on the instructor. The student will therefore assume primary responsibility for preparing the description of the Honors component and for submitting it to the HPC for evaluation.

1. The proposal should include a completed Honors Component Form as a cover sheet, signed by both the student and the professor.
2. A proposal outlining the honors component should be submitted to the Honors Program Director by initial due date. The proposal (approximately 1 single-spaced page) should include four parts: a) a description of the work to be undertaken, including timetable and identification of any special materials needed; b) an explanation of how the proposed Honors component goes beyond the regular course syllabus in a way satisfying at least one of the Program’s pedagogical goals listed above; c) how the results of the project will be disseminated to others (e.g., class members, other students, the larger academic or non-academic community); d) how the work will be evaluated by the professor upon completion.
3. The Honors Proposal Form, the written proposal and course syllabus need to be scanned as ONE pdf document and emailed to Lisa Cavallaro at cavallaro1@merrimack.edu by noon on the given semester due date.
4. All work for the Honors Component must be completed and submitted to the instructor for grading by **the final class day of the semester.**
5. The student must submit to the Honors Program Manager a one-page summary report of the component work, signed by the instructor, **by the last day of the final exam period.**
6. Students submitting a proposal agree that successful proposals and submitted work/summaries can be made available to other students as models and guides for future Honors Component proposals, including both current and prospective honors students.

Honors Component Proposal

Student Name _____

Student ID# _____

(Please circle) Sophomore Junior Senior

Semester/Year of Graduation _____

Student's Major(s) _____

Student's Minor(s) _____

Purpose. The Honors Component option allows students in the Honors Program to earn honors course recognition for non-honors courses above the introductory level in which an honors section is not offered. Honors students are required to submit at least one component proposal before the end of their junior year. Please consult the Honors Component Policy for further details and requirements before submitting your proposal.

Project title: _____ Semester _____

Course Number and Title (please attach syllabus): _____

Faculty Member's Name _____ Dept _____

Number of Honors Courses Completed or in Progress (maximum ONE, not including this proposal) _____

Abstract: In the space below, please describe the essential elements of your project and its expected results.

Proposal Narrative (about 300 words): On a separate page, please describe your project in more detail. The proposal should include four parts: a) a description of the work to be undertaken, including timetable and identification of any special materials needed; b) an explanation of how the proposed Honors component goes beyond the regular course syllabus in a way satisfying at least one of the Program's three pedagogical goals listed on the Honors Component Policy; c) how the results of the project will be disseminated to others (e.g., class members, other students, the larger academic or non-academic community); d) how the work will be evaluated by the professor upon completion.

Student Signature Date

Faculty Signature Date

Honors Department Purposes Only

Date Reviewed by Honors Program Committee _____

Action taken (circle): Approved Returned for Revisions (attach committee statement) Rejected

Date that final work for honors recognition has been completed and verified: _____

Registrar notified of successful completion (date) _____