

University of Wisconsin-Milwaukee
Honors College
Alternative Honors Credit Proposal Guidelines

Only courses at the 300-level or above will be considered (3H cr)*

Please type or print neatly.	
Name of Student _____	Today's Date _____
Student ID # _____	Email _____
College/School _____	Major _____
Department and Course Number _____	Credits to be Earned _____
Semester/Year to Enroll _____	Credits to be applied to major? <input type="checkbox"/> YES <input type="checkbox"/> NO
I have met with both The Honors College Director and my faculty supervisor to review the Honors Credit Proposal process and requirements.	
Honors College Director Signature _____	Date _____
Faculty Supervisor Signature _____	Date _____
Print Faculty Supervisor Name _____	

WHAT IS AN ALTERNATIVE HONORS CREDIT PROPOSAL?

Students in the Honors College may be eligible to earn Honors credit for departmental capstone or final research/project experiences. With permission from both the degree-granting college and Honors College Director, students may add an honors component to this departmental course. Students may earn a maximum of three Honors credits for work completed during the semester.

Adding an honors component to a departmental capstone or final research/project experience can be a rewarding academic experience. If interested in earning honors credit through the Honors Credit Proposal, students should meet with the Honors College Director as soon as possible to begin discussing the scope of their work and to learn more about the proposal process. Similar to other non-seminar options, students must submit a proposal and receive approval from both the degree-granting college and the Honors College Director. Therefore, you must begin preparing several months before you intend to complete the course. **The draft proposal must be completed by April 1 for fall semester and November 1 for spring semester. The final draft and signature sheet must be completed by May 15 for fall semester and December 15 for spring semester.**

DEVELOP YOUR PROPOSAL

- 1. Identify the appropriate class.** Review your curricular requirements with your school/college academic advisor and/or faculty member from your home college. The course you select should be designed to serve as a final capstone or research/project experience that showcases expertise in your area of study. You will want to consider how you incorporate an honors component into the curriculum. Examples of classes that are designed to serve as a final curricular experience include:

ART 531 Senior
Project in Fibers

CIV ENG 495
Senior Design

CURRINS 407
Student Teaching

PHIL 599 Capstone
Experience

- 2. Consult your faculty supervisor.** Ideally this should be the faculty member teaching the final capstone or research/project course. Faculty members supervise your coursework on a voluntary basis.

The faculty supervisor's role. The faculty supervisor advises and guides you, monitors your progress, evaluates your performance, and assigns your grade. Therefore, when you have settled on an additional honors component to add to the class experience, meet with your faculty supervisor to discuss your plans. The Honors College Director and your faculty supervisor will help you determine a sufficient amount of work to satisfy the additional Honors component. Clarify the mutual responsibilities. You both must agree on the scope, length, and format of your work, the frequency of advising sessions, and a timetable for completion.

- 3. Prepare a proposal.** Next, prepare a one- to two-page proposal that outlines the honors component that you are adding to the current course syllabus. The proposal will outline the nature of your project and provide criteria for faculty supervisor evaluation of your work. In short, your proposal is a mutual agreement for the semester's work. Do not treat this stage of preparation lightly. Your success ultimately depends on the quality of your proposal.

The proposal should include:

- A. Describe the added honors component.** In addition to what is already required for the class, what work am I adding? In what way(s) am I enhancing the current class syllabus? What am I investigating or testing? How does this inform my work in the class? How will exploring this additional question contribute to my educational growth and goals? Is the topic sufficiently narrow that it can be completed in the time proposed?
- B. Create a list of reading or reference works.** Include full bibliographical data on books, films, journals that will be used in addition to the required course readings. Your faculty supervisor will suggest primary and secondary sources and advise you on the acceptable format (MLA, Chicago Style, APA, etc.)
- C. Determine the schedule for your added honors component.** Set up a schedule with your faculty supervisor, similar to and aligned with the class syllabus, to determine reading due dates, the length and frequency of meetings, deadlines for the additional work being completed, and criteria for determining your grade.
- D. Describe the product(s) you will generate.** Clearly indicate the length and nature of the additional assignments (journals, formal papers, experiments, performances, etc.).

NEXT STEPS

- 4. Turn a hard copy of your draft proposal into the Honors House Room 154 and email a copy to the Honors College Director for review.** Build enough time into the proposal writing process for revision. **The draft proposal must be completed by April 1 for fall semester and November 1 for spring semester.**
- 5. Complete signature form. Be sure to attach it to your final proposal.** Once the Honors College Director has approved your proposal you will receive a signature form to complete. The signature form must be signed by you, your faculty supervisor, various people from the degree-granting department, and the Honors College Director. **The deadline for completing and turning in the signature form is December 15 for the spring semester and May 15 for the fall semester.**
- 6. Register for the course.**
- 7. Turn in your final product(s) no later than one week before the end of semester classes.** Turn in a copy to both your faculty supervisor and to Honors College Room 154.

LIBRARY PRIVILEGES

Working on a non-seminar entitles you to graduate student borrowing privileges at the Golda Meir Library. You may take out a maximum of 50 books and keep them for a whole semester. (To avoid overdue notices, be sure to inform the circulation assistant that you have these privileges.)

COMMENTS/NOTES

To be completed by Front Office:

Date Received _____ Initials _____ Added to tracking sheet

To be completed by advisor:

Advisor Initials _____ GPA _____

CUM Credits _____ ADV Credits _____ IP Credits _____ Total Honors Credits _____

HON 200 Credits _____ UL Credits _____ Non-Sem Credits _____