**HONORS COLLEGE**

**SOPHOMORE SEMINAR COURSE PROPOSAL FORM**

**FALL 2023–SPRING 2024**

**COURSE TITLE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FACULTY INFORMATION**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am available to teach this course:

Fall 2023\_\_\_\_\_\_ Spring 2024\_\_\_\_\_\_\_\_

Please note: Although we refer to the courses as “seminars”, they are to be taught in standard meeting patterns, typically meeting 3 times/week for 50 minutes or 2 times/week for 75 minutes.

**The HCOL has a two-step application process for new sophomore seminars to increase the likelihood of course approval and to better facilitate distribution requirement classification by the academic unit curriculum committees.**

**If this course is being proposed for the first time, please provide the following information:**

**Step 1: Draft Proposal, due** **September 19, 2022**

This first step includes seven main components:

1. Course title
2. Course description (HCOL Curriculum Committee as audience, max 200 words)
3. List of learning outcomes
4. Brief description of each major assignment and percentage of final grade
5. Estimated amount of reading each week, and list of main readings
6. Letter of endorsement from department chair
7. A brief discussion of how this course meets the essential qualities outlined by Honors College Curriculum Committee (See the Dean’s Call for Proposals)

Following the submission of the draft proposal, the HCOL Curriculum Committee will meet to discuss the idea for the course, evaluate whether the academic unit curriculum committees might need additional information, and consider possible D1/D2/SU classification. The HCOL then sets up meetings with faculty and the HCOL Deans in the first week of October to discuss the Committee’s recommendations for revising the proposal for the second step

**Step 2: Final Proposal, due October 31, 2022**

This second phase has two components:

1. Preliminary course syllabus (including description, learning outcomes, assignments, readings, and any supplemental information requested by academic unit curriculum committees for college/major/distribution requirement approval
2. D1/D2/SU forms (if applicable)

**Faculty will be notified about final course approval in the first week of November.**

**If your course has been approved and taught in the past, and you wish to teach it again, indicate the last semester/year you taught the course**.

Year \_\_\_\_\_\_\_ Semester\_\_\_\_\_\_\_\_

**Please include the signature of your department chair, indicating approval to teach the course in AY 23-24**

Fall \_\_\_\_\_\_\_ Spring \_\_\_\_\_

Department Chair Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Chair Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please submit completed initial and final course proposal forms via email attachment by**

**September 13 and October 31, 2021 to** [**honors.college@uvm.edu**](mailto:honors.college@uvm.edu)**.**

**Timeline for Honors College Sophomore Seminar Proposal Process**

**May 2022:** Honors College announces call for new course proposals

**September 19, 2022, 4:00 p.m. DEADLINE** to submit initial drafts of proposals for 2023-24 academic year *(Faculty members with approved Honors College courses on file do not need to re-propose their course; instead, please e-mail* [*Honors.College@uvm.edu*](mailto:Honors.College@uvm.edu) *by 4:00 the day of the deadline expressing interest in teaching during the 2023-24 academic year)*

**Late September, 2022:** Honors College curriculum committee meets to review draft proposals, evaluate if there is a need for supplemental material for academic unit curriculum committees, and consider possible D1/D2/SU classification

**Early October, 2022**: Meetings with HCOL Deans to discuss HCOL Curriculum Committee recommendations

**October 31 2022, 4:00 p.m. DEADLINE** to submit final proposal: a course syllabus and D1/D2/SU forms (if applicable)

**November 4, 2022:** HCOL Deans make final course approval based on HCOL Curriculum Committee Recommendations and notify faculty

**Early November 2022**: Honors College works with academic units on faculty recruiting and sophomore seminar scheduling for 2023-24.

**November 2022**: Material sent out DCRC, SCRC, and academic unit curriculum committees for college/major/distribution requirement approval

**December 1, 2022:** Faculty approved to teach in the Honors College for the upcoming academic year will be notified, and sent information on course scheduling.

**March 1, 2023:** 2023-24 sophomore seminars will be posted to the Honors College webpage.

**Mid-March, 2023:** Advising for course registration begins

**Early April, 2023:** Fall 2023 course registration begins