

# Seminar Proposal Guidelines

## Overview

- seminar should have no prerequisites
- seminar should be appropriate for students from all disciplines
- seminar should not exceed academic expectations of a 2000 level honors course
- seminars hours are generally applied as electives on the degree plan except where appropriate and with advance approval by department head to fulfill another academic requirement
- funding may be available for speakers, activities, and programs which enrich the course content with advance approval
- a detailed budget should be included with course proposal (primarily for extra materials, trips, or other enrich
- seminars are often included in semester course load but may be taught as an overload with appropriate compensation when approved in advance

## Seminar Topics

- though seminars are not limited to interdisciplinary courses, strong seminar proposals will link the faculty member's primary field with another field or clearly be a topic that can be applied across disciplines
- consider utilization of a new approach to a standard course or topic within your field
- explore an area that is not a part of your ordinary instruction within your discipline

## Design Recommendations

- class meetings should be interactive and discussion oriented
- out of the classroom experiences are recommended
- domestic travel to appropriate events or sites (previous examples include presidential libraries, local businesses, museums, national parks, and federal reserve banks)
- study / travel abroad components may be included (requires 24-36 mo. advance planning)
- guest speakers
- utilization of a wide variety of outside readings, primary sources, and other academic materials is valuable
- group projects, research, essays, and student presentations to share knowledge gained is appropriate
- submit a detailed course description to the Attebury Honors Office including course title, sample syllabi, proposed readings, assignments, activities outside the classroom, guest speakers, as well as a budget and travel itinerary where applicable

## Enrollment and Grading

- a minimum of 10 honors students must enroll to 'make' the class
- maximum number is typically 15 unless approved by the professor
- grading should follow standard guidelines, no pass/fail grading
- a grade of 'I' will be assigned if course travel is to take place following the end of the semester

## Seminar Selection Process

- be prepared to discuss your proposal and provide additional information if requested
- two honors seminars are selected to be offered each long semester
- seminars from related disciplines are not offered simultaneously
- seminars requiring travel are not offered simultaneously
- only one seminar with a travel abroad component will be offered every 2 to 3 semesters
- seminars are selected by the honors leadership under advisement from the Honors Council
- if selected, honors leadership will seek approval through the department head for inclusion of the seminar in course load
- if a proposal is considered appropriate for Honors, it may be held for an extended period in order to fit it in an appropriate semester based on needs, discipline topic rotations, as well as availability within the faculty member's department to provide course relief to instruct an honors course
- **please be patient as selection is often difficult and coordinating semester assignments for the best courses may take several semesters. You will receive periodic updates regarding the status of your proposal**
- seminars have tentatively been selected through spring 2011. However, there have been occasions that the need to substitute another course allowed a proposal to be moved up the timeline.

***Think 'outside the box'...make it your unique dream course!***