

## HONORS COLLEGE SEMINAR PROPOSAL FORM FOR SPRING 2026

Deadline: March 1<sup>st</sup>, 2025

Email to: Katherine Ford, [fordk@ecu.edu](mailto:fordk@ecu.edu)

What to include in your submission:

1. Page 2 of this form with your answers
2. Letter of support from your respective chair/department head.
3. Honors Seminar syllabus:  
[Linked is an example of a syllabus](#) with course learning outcomes that follows the format presented. This example is from a syllabus for a Spring 2024 Social Sciences Honors Seminar. This example contains the additional introductory text about General Education required in the syllabus that is not required in the list of course outcomes presented above.

The syllabus should contain:

- a. Course title
- b. Course description
- c. Student Learning outcomes Using Bloom's taxonomy, course learning outcomes state *what students will be able to do* in virtue of successfully completing a course with a specific content (and pedagogy, if appropriate) and will reflect what was stated in the course description. Note that the stated learning outcomes establish the basis for the learning outcomes assessment of the course. Note that having numerous learning outcomes does not increase the number of outcomes assessed by the Honors College.
  - i. With Writing Intensive outcomes credit: all Honors seminars are required to be writing intensive. The fact that the course will meet the WI requirements should be made apparent in the course description—be sure that you have included the appropriate language and requirements for WI in your syllabus. The following link takes you to the WI requirements: <https://writing.ecu.edu/wac/about-wac/ecu-writing-outcomes/>
  - ii. General Education Credit Competency area (if applicable) General Education credit assumes three contact hours per week in *one General Education competency area*. ECU's General Education program does not have a stand-alone interdisciplinary competency area. <https://facultysenate.ecu.edu/general-education-committee/>
  - iii. Diversity Credit. (if applicable) Note that a course cannot receive both domestic and global diversity credit. Diversity credit in either area assumes three contact hours per week in one area. <https://facultysenate.ecu.edu/general-education-committee/> If yes, please indicate the appropriate area:
  - iv. SERVICE-LEARNING DESIGNATION (if applicable) The service-learning designation requires approval by the Service Learning Advisory Committee [http://www.ecu.edu/cs-studentaffairs/volunteer/faculty-course\\_designation.cfm](http://www.ecu.edu/cs-studentaffairs/volunteer/faculty-course_designation.cfm)

- v. Lab Requirement: (if applicable) If a Natural Science course is being proposed, determine if a laboratory is essential to the subject and course goals and indicate if one will be offered. Please note that there is no additional funding provided for the teaching of a lab, and if one is offered, it must be required as part of the course.
- d. required and recommended course materials
- e. grading policy.
- f. Sample weekly plan

**PART A: PROPOSAL:** Note that on this form, the space you see below any given item is not a limit or indication of how much space you can use to enter the required information. *Use as much space as necessary.*

1. **HONORS SEMINAR TITLE:** Be sure that the course title accurately reflects the nature of the course.
  
2. **INSTRUCTORS, schools or departments, colleges:** Give the name(s) and school/departmental and college affiliation(s) of faculty member(s) who will be teaching the course. Courses can be taught individually or team-taught. If you wish to team teach, both instructors should collaborate in planning the course and both will need permission from their respective unit heads to participate.
  
1. **CATALOG DESCRIPTION: (will be used to advertise your course)**  
 One short paragraph, reflecting the course title and key elements in the full course description that appears above, and indicating each sort of credit requested (General Education, Diversity, Service Learning and Writing Intensive).
  
2. **General Education Credit Competency area (this is not required):**  Yes  No  
 Humanities     Fine Arts     Social Sciences     Natural Sciences  
 Mathematics
  
3. **Diversity Credit. (this is not required):**  Yes  No  
 Domestic     Global
  
4. **No SERVICE-LEARNING DESIGNATION (this is not required):**  Yes  No
  
5. **Lab Requirement:**  Yes  No
  
6. **. CREDENTIALING:** Explain how the faculty member(s) is academically credentialed within the discipline(s) being covered in the seminar. Faculty offering seminars General Education must be capable of being credentialed in the General Education Competency area of the course.  
**Highest Degree Earned and Discipline:**  
**Awarding Institution:**  
**Other Academic Work Related to Seminar topic:**
  
7. **PREVIOUS SEMINAR(S) TAUGHT BY FACULTY MEMBER:** *(This information is for use by the college in assessment; it is not a requirement for selection.)*

**PART B: BUDGET**

**BUDGET:** The Honors College encourages innovative approaches to the delivery of seminars. Some instructors have incorporated guest speakers, field experiences and other events or activities. If you decide to use any special events or speakers that require additional funding, a budget outlining projected costs and potential sources of funding must be submitted along with the course proposal. The College has limited funding available to assist with such expenditures.

a.  Yes  No Will this seminar require funding?

ITEM OR EXPERIENCE (IN ORDER OF PRIORITY)	BRIEF DESCRIPTION OF HOW COST ESTIMATE WAS OBTAINED	IS THIS A PRE- REQUISITE FOR OFFERING SEMINAR?	APPROXIMATE COST
		Y/N	
		Y/N	
		Y/N	
		Y/N	
<b>TOTAL ESTIMATE</b>			

Please include any notes about the budget that would be helpful for the reviewers.