



*Honors
Interdisciplinary
Seminar*



Course Approval Package
For Faculty

Your Proposal Has Been Approved By The Burnett Honors College

Congratulations on having your Honors Interdisciplinary Seminar proposal approved for offering by The Burnett Honors College!

Before your course can be offered, it is important that you follow the procedures and deadlines outlined in this approval package. If at any point during the approval process you have questions, please do not hesitate to contact Ms. Lisa Sklar by telephone (823-0325) or by e-mail (lsklar@mail.ucf.edu).

Getting Through The Approval Process

Because Honors seminars are not intended to become permanent offerings and are often taught by more than one professor, scheduling and curricular approvals for these classes will require somewhat more preparation than for non-Honors classes. The easiest way for participating faculty to avoid problems, scheduling errors, and confusion is to maintain constant contact with our office, with your co-instructor, and with the participating academic departments throughout the approval process.

Scheduling An Interdisciplinary Seminar

In consultation with Interim Dean Alvin Wang, your department chair, and co-instructor, decide when you would like to schedule the course. Make certain that both your departments schedule (i.e., cross-list) the class at the same time, on the same days, and in the same place. Honors always limits seminar enrollment to twenty students (ten students for each cross-listed section of an honors seminar). Therefore, each department should set the course limit at “10”.

The Burnett Honors College schedules five classrooms in The Burnett Honors College building. These classrooms have full multimedia capabilities. We are requesting that departments schedule as many Honors classes as possible in the Honors building. To reserve a time in one of these rooms, call Dao Nguyen at 823-2877.

Curriculum Approval For An Interdisciplinary Seminar

Approval of your seminar proposal by the University Honors Committee does not constitute a deferral of, or substitution for, the normal curricular process. Approval of the proposal by the University Honors Committee is the first step in the approval and scheduling process. The proposal must then go through the normal department, college, and university-level curricular process. The Honors staff will do everything possible to facilitate this process and to answer any questions you may have. Thus, it is important that you keep us abreast of the process as it progresses.

Submitting Your Seminar for Approval by Appropriate Curriculum Committees

Most Honors Interdisciplinary Seminars are taught by at least two faculty and are offered as Special Topics. They are also cross-listed in the Course Schedule for each participating department. This enables both departments to receive Student Credit Hours (SCH) for these offerings, and students are able to select either course prefix for credit. Both participating faculty members must complete an **Honors Special Topics Request Form**, accompanied by all the necessary materials including a syllabus and supporting documents, for their respective academic disciplines. This form is included at the end of this booklet. This paperwork must then be sent through the appropriate departmental, college, and university curriculum committee processes that are normally followed for any new course in your department. If these protocols are not followed and completed in a timely manner (remember that many of these committees may meet only once or twice a semester), the course cannot be offered during the semester you are attempting to schedule. We recommend that you begin the curricular approval process immediately after receiving word that your proposal has been accepted as an Honors offering.

It is also important that you maintain communication with your co-instructor so that during the scheduling process both instructors are included in decisions about when and where the seminar will be taught. Scheduling information also needs to be shared with both Department Chairs and others involved in scheduling for the department. This will prevent the departments involved from scheduling the seminar at different times and places. Unfortunately, lack of agreement between departmental course listings is an ongoing problem that causes difficulties in building the University Master Schedule.

Course Approval Checklist

- ' With your co-instructor, decide the exact title of the course and the 11 character course abbreviation that you will both use to refer to the course.
- ' Submit the **Honors Special Topics Request Form** for approval. Interim Dean Alvin Wang and your Department Chair can assist you with the submission protocols for your department. Each instructor who plans to co-teach the seminar must submit a *separate* **Honors Special Topics Request Form** with appropriate course prefixes for his or her discipline.
- ' Continue to check on the progress of your course as it proceeds through the appropriate approval channels. Please advise The Burnett Honors College immediately of any difficulties or changes that occur.
- ' With your co-instructor, Department Chair, and The Burnett Honors College, determine what day and time the seminar is to be offered during the specified semester. Be certain that the same classroom is scheduled for both departmental listings.

The information in this packet, including all forms, can be accessed online at <http://honors.ucf.edu>.

Completing the Honors Special Topics Request Form

(SAMPLE FORM FOLLOWS)

Both co-instructors must fill out Honors Special Topics Request Forms and see that the forms go through the appropriate curriculum approval channels with their departments, colleges, and the university. Please meet with your co-instructor to decide the exact course name and abbreviation for the course before you fill out these forms.

Filling Out The Form

1. Fill out personal information including your name, phone extension, and the name of your department and college.
2. Enter the earliest semester and year in which the course will be taught. Be certain that this offering schedule has been approved by each participating department and by The Burnett Honors College.
3. Fill in the correct course prefix and number for the course. Each seminar will actually have two course prefixes, one for each department. Use the one your department has assigned. Most Honors Interdisciplinary Seminars are assigned the course number 3930H. Unless your department indicates otherwise, use the 3930H course number. Enter "01" for the section number.
4. After deciding with your co-instructor the exact name and abbreviation for the course, fill in the appropriate spaces. Because the first six characters of the title are automatically "ST:HON", you will need to limit the course abbreviation to 11 characters. Also fill in the number of credit hours your department has assigned the course, normally "3(3,0)."
5. Describe the course clearly and precisely. Avoid unnecessary words, and give a specific description of the course's content. It will also be helpful if you and your co-instructor use the same course description on your separate forms.
6. All interdisciplinary seminars have the same prerequisites. These are "Honors GEP completion or consent of The Burnett Honors College."
7. Explain that the course is being offered "to meet Honors upper-division requirements" and that Honors seminars are taught as Special Topics because "Honors seminars are taught 3 to 4 times then discontinued."
8. Indicate that Honors courses have a limited enrollment of 20 students and are not meant to become permanent.
9. Use your judgment about any conflicts the course may have with other courses taught at the university. It is important to resolve any conflicts prior to submitting this form to the University Curriculum Committee. You may wish to discuss this issue with Dr. Alvin Wang or your Department Chair.
10. Attach supporting documents such as a course syllabus.
11. Make certain the form is signed by your Department Chair and put through the appropriate curriculum approval channels. Once the form is completed, it should be delivered to your college's curriculum office.
12. A blank form for your use is provided on page six of this booklet.

Honors Special Topic Request Form

Attach a Syllabus

College: CAS Dept.: Psychology Contact Person: Your Name Phone: Your Ext.

Earliest Semester & Year course is to be offered: Fall _____ Spring 2001 Summer _____

| Prefix | # 1930, 2930, 3930, 4932 | Suffix H, P=(lec/lab) Y=(lab) | Section | Title | Credit Hrs (lecture hrs, lab hrs) e.g. 4(3,2) 3(3,0) |
|--------|--------------------------|-------------------------------|---------|---|---|
| PSY | 3930 | H | 0001 | ST: Quality of Life Mind/Body/Sprit/Health | 3(3,0) |

11 Character Abbreviation S T : H O N Q U A L _ _ O F _ _ L I F

Course Description (25 word limit): Interdisciplinary approach to understanding the linkages between mind/body/spirit and how they affect quality of life using content derived from Psychology and health.

Prerequisite(s) (Course above 2000 level **MUST** have prerequisites): Honors GEP completion or consent of the Burnett Honors College

Why is this course being offered? To meet Honors upper-division requirements.

Why is this course being offered as a Special Topic? Honors seminars are taught 3 to 4 times and discontinued.

Estimated Enrollment 20 Do you plan to request that this course become permanent? No

With which departments **might** this course overlap? _____

*Note: Any possible overlap with other departments or colleges **MUST** be discussed among appropriate parties. Failing to consult other departments is the most common grounds for course rejection.*

Consulted dept signature of approval _____

Comment? _____

| | | | | |
|------------------------|--|----------|-----------|------|
| Recommending Authority | | Approval | Signature | Date |
| | | Yes No | | |

| | | | | |
|----------------------------|--|--|--|--|
| Department Chair | | | | |
| College Academic Standards | | | | |
| College Dean | | | | |
| UCC or Graduate Council | | | | |
| Academic Affairs | | | | |

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College: _____ Dept.: _____ Contact Person: _____ Phone: _____

Earliest Semester & Year course is to be offered: Fall _____ Spring _____ Summer _____

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11 Character Abbreviation S T : H O N _ _ _ _ _

Course Description (25 word limit): _____

0000Prerequisite(s) (Course above 2000 level **MUST** have prerequisites): _____

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Why is this course being offered as a Special Topic? _____

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With which departments **might** this course overlap? _____

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Consulted dept signature of approval _____

Comment? _____

| | | | | |
|------------------------|----------|----|-----------|------|
| | Approval | | | |
| Recommending Authority | Yes | No | Signature | Date |

| | | | | |
|----------------------------|--|--|--|--|
| Department Chair | | | | |
| College Academic Standards | | | | |
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| Academic Affairs | | | | |

University Curriculum Committee

SPECIAL TOPICS PROCEDURES

(Graduate and Undergraduate)

1. All proposals (including Continuing Education credit courses) must be done on a standard form with syllabus or course outline attached.
2. All proposals must receive peer review at the college level.
3. Proposers are obligated to check with others regarding conflicts and duplications.
4. Special topics that have been approved may be taught two terms*. If a course is to be taught more frequently, it normally should be requested as a permanent course through standard procedure.
5. Special topics that are proposed after the deadline are strongly discouraged. Late submittals must also satisfy the conditions as outlined in items 1 through 3. Overdue requests will be circulated to the Undergraduate Curriculum Committee or the Graduate Council and Deans for comment and objection. If no objection is received, the Dean of Undergraduate Studies or the Associate Vice President for Graduate Affairs may approve the course if in his/her judgment it is appropriate. If objections are raised, the administrator will attempt a resolution of the dispute. If resolution is not possible, the Undergraduate Curriculum Committee or Graduate Council must review the proposal.

*Honors seminars may be taught up to 4 times.