

## **Adding an Honors Component To an Existing Course For Honors Elective Credit**

### **Guidelines to Convert Courses Not Designated as Honors Courses**

An Honors conversion is a method for adding an “Honors dimension” to a course or section **that is not already an Honors course**. It is generally used to create an honors elective experience in an area of study that is not otherwise available to an Honors student. Converted Honors College courses ideally require something qualitatively different, rather than something quantitatively more. The project should add an academic dimension by introducing new material or by allowing the student to go into greater depth than normally required in some aspect of the course.

### **Message for Faculty**

To be carried out successfully, an Honors conversion requires careful planning, close collaboration between the Honors student and faculty member throughout the semester, and a serious commitment by both parties to see the project through. THANK YOU for your willingness to undertake this responsibility. We hope that your participation in the student’s undergraduate Honors education results in a mutually engaging and rewarding experience. If you wish to discuss any aspect of the Honors conversion process, please call the Honors Program Office at (724) 357-4971.

### **Content of Honors Component**

The Honors Component Project should go more deeply into methodology and theory; it should address more sophisticated questions and/or include more advanced or demanding readings or problems; and it should satisfy more rigorous standards than non-Honors coursework. The following is a sample of appropriate activities: researching and writing an extra scholarly paper; preparing and delivering a presentation of relevant material to the class; attending symposia or lecture series and writing critical reviews of the ideas presented; participation in additional service activities or field experience and analyzing one’s experiences; completing an additional set of challenging problems or laboratory experiments; participation in regular seminars that complement a class. All regular work associated with a course must be completed, unless otherwise specified in advance with a suitable justification. As with all Honors papers and projects, opportunities for revision must be built into the evaluation process.

Where the course is a cross-listed undergraduate/graduate-level course (where the undergraduate and graduate courses are taught by a single instructor at a common time), the student may complete the graduate-level syllabus in order to meet the qualitative, culminating Honors experience that is expected when contracting a course.

# Adding an Honors Component to an Existing Course Form

## Student Information

Name: \_\_\_\_\_  
Last Name First Name

Banner ID#: \_\_\_\_\_ Major \_\_\_\_\_

E-Mail: \_\_\_\_\_

## Professor Information

Name: \_\_\_\_\_  
Last Name First Name

Department: \_\_\_\_\_ Phone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

## Course Information

Term: Fall Spring Summer I Summer II Year: \_\_\_\_\_

Course prefix & #: \_\_\_\_\_ Section #: \_\_\_\_\_ Title: \_\_\_\_\_

## Honors Component Information (Please attach)

Please attach a description of the Honors component of the course, discussing the nature of the project, how this project constitutes "Honors." Also include due dates and methods of evaluation.

Student's Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

Professor's Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_