

HONORS EMBEDDED COURSES: UNIVERSITY GUIDELINES

In order to facilitate the offering of more honors experiences to honors students in all colleges at the Ohio State University, the following guidelines will apply to the creation and monitoring of honors experiences embedded within current non-honors courses. This is not intended to be a replacement for offering honors courses, rather, an option that faculty may voluntarily offer to students. General guidelines are below, followed by instructions for faculty wishing to propose adding an honors embedded experience to a non-honors course (September 15, 2005)

General:

- The Honors Embedded (HE) experience will be limited to no more than 12 honors students enrolled within a non-honors course. In cases where the demand for an honors embedded experience is greater than 12 honors students, departments are encouraged to offer a regular honors section. Additionally, embedded honors experiences can not be offered in courses where honors sections already exist. Individual colleges and faculty may decide to set further limits on the HE option.
- In general, the HE component will be taught by regular faculty.
- An HE student evaluation form should be used for all honors embedded courses (see page 5), with the option to add questions specific to the college or unit offering the course. The University Honors & Scholars Center will also elicit feedback on the effectiveness of these honors experience from the faculty who teach them at the end of each quarter.
- Faculty who teach honors embedded courses may request Pressey Enrichment funds of up to \$500 from the University Honors & Scholars Center to cover costs of honors enrichment activities (e.g., field trips).

Registration:

- Students should carry an Honors designation to qualify for enrollment in the embedded honors option, but non-honors students have the option of obtaining special permission to enroll.
- Under the current student information system, honors embedded courses will have a prefix of “E” and student’s transcript will have a translation of “honors embedded.” Under the eventual new student information system, courses will be designated as “HE.”
- Honors embedded courses will have a separate call number from the regular course. A code to designate “Enrollment by permission only” will be listed for these sections as well so that students cannot add the course without instructor approval.

- Once approval for the HE course is obtained, HE will be listed as an option for the course in the online University Course Bulletin and eventually the printed Course Bulletin (deadline for revisions typically in February).
- Students will register for the honors embedded course at the time of registration. If they wish to drop the honors embedded part of the course (and transfer to the regular course), they will need to do so by the usual withdrawal deadline (end of third week of quarter).

Proposal Components:

- A cover letter with a rationale for offering the honors embedded course.
- A description of how the course will offer honors students enhanced student/faculty interaction.
- A description of the enhanced expectations and experiences, which need to be more rigorous and enriching in ways that constitute honors content, and not simply additional work. Proposals should give the approximate amount of additional hours expected of the student per week.

Additional honors experiences may involve, but not be limited to:

- A related research project
 - A special in-class presentation
 - Presenting at an out-of-class activity related to the course
 - Developing a teaching tool related to the course or assisting a faculty member in course improvement/development
 - Enhance laboratory experience
 - Differential assignments/learning experiences based on the honor student's honors program
 - Interaction with other students pursuing the HE option.
 - College-wide enrichment experiences, such as an open-forum debate on a topic related to curricula in the College, a field trip to a research facility or industry location, or a prominently known guest speaker sharing research.
 - Delving more deeply into the methodology, structure, and/or theory; addressing more sophisticated questions; and satisfying more rigorous standards than are generally expected.
- A description of the grading. The student's grade should reflect all of the student's work in the course, including work done in common with other students, as well as work done for the honors element. An agreement on grading procedures needs to be established in advance of the beginning of the course.
 - The syllabus for the regular course and the honors embedded addendum.

- Completed signature page (see page 4).

Process for Approval:

Faculty should request approval of a course for the honors embedded option by submission of the proposal for departmental review, as well as college honors review. Proposals should then be submitted to the University Honors & Scholars Center via sub-committee of the Honors Faculty Advisory Committee at least one quarter in advance of the offering. Approved proposals will be forwarded to the Office of Academic Affairs.

- The colleges and the University Honors & Scholars Center will maintain a list of courses approved for embedded experiences in a manner accessible to both students and faculty, e.g., college and H&S web sites, honors handbooks. Other means of publicizing honors embedded courses will include college and University Honors & Scholars Center listservs to the honors community, course fliers, and Honors Scheduling events to publicize next quarter honors offerings.
- Approval of a course for honors embedded experience does not obligate faculty to offer such an experience each time the course is offered.
- College Honors Committees and the University Honors Faculty Advisory Committee will review these guidelines periodically.

Miscellaneous:

- No more than two honors embedded courses will count for the six course honors/upper division/graduate-level course requirement over the first two years, with the exception of the regional honors programs, which may petition to use a different combination of honors, honors embedded, and upper division courses.
- The University Honors & Scholars Center will report annually to the Council on Academic Affairs on honors embedded courses approved and offered, including number, enrollments, and student and faculty feedback.

Honors Embedded Course Approval Signatures
(As needed. All signatures in ALL CAPS must be completed)

Academic Unit Undergraduate Studies Committee Chair Printed Name Date

School/College Undergraduate Curriculum Committee Printed Name Date

ACADEMIC UNIT CHAIR / SCHOOL DIRECTOR *Printed Name* *Date*

COLLEGE HONORS DIRECTOR *Printed Name* *Date*

UNIVERSITY HONORS & SCHOLARS CENTER *Printed Name* *Date*

Office of International Education (Study Tour Only) *Printed Name* *Date*

ACADEMIC AFFAIRS *Printed Name* *Date*

HONORS EMBEDDED COURSE: STUDENT EVALUATION FORM

The results of this evaluation will: (1) help the instructor to assess the honors embedded experience offered in this course and (2) assist the college and University Honors & Scholars Center as it seeks to help instructors in reaching their goals. Thank you for giving this evaluation your thoughtful attention.

Year _____ Quarter: Autumn _____ Winter _____ Spring _____

Department _____ Course number _____ Credit hours _____

Name of honors embedded instructor:

Please describe what you did for your honors embedded experience in this course.

How did the honors embedded experience affect your learning in this course? Did it improve, detract from, change your learning? Please explain.

Would you recommend this honors embedded course to another student?

(optional) Additional comments about the honors embedded experience:

Thank you!