**WAYNE STATE UNIVERSITY**

**IRVIN D. REID HONORS COLLEGE**

## Honors Option Proposal

### Definition

Honors Option allows an Honors College student with a 3.30 cumulative GPA or higher to earn Honors credit for an undergraduate class at the **2000-level or above** by adding an agreed-upon project. The course must be taught by a WSU faculty member (as listed in the WSU Directories on www.wayne.edu). When working with a part-time faculty (depending on departmental policies) students will obtain the co-signature of the Department Chair on the form.

### Additional Honors Project or Assignment

The student describes the additional project in a typed proposal. This is submitted with the Honors Option form and syllabus by the listed due date. The Honors work should be separate from the regular assignments and should not be factored into the final course grade. No extra credit is earned via the Honors project. **The student must be able to articulate how the Honors work enhances the class.** Only one Honors Option per course is permitted.

Examples of previously approved Honors coursework include:

- Creative projects such as additional music composition, art piece, or choreography
- Additional reading material with a paper or paper plus oral presentation
- Significant (10% or more) additional homework problems related to the class material
- 10+ page research paper with a topic clearly related to course outcomes

### Proposal Submission

It is the student's responsibility to ensure that the Honors Option proposal is **complete** and submitted on time. Proposals include page two of this document, a syllabus, and a description of the Honors assignment. Each proposal is reviewed carefully. Students will be sent feedback to their WSU e-mail. One revision may be permitted; Incomplete proposals will be considered null and void.

### Honors Credit

At the end of the semester, the Honors College will contact your instructor via WSU e-mail to provide an evaluation including the following information:
- Student's name
- Overall grade for the course
- Grade on Honors Option work

The evaluation is due to honors@wayne.edu within 72 hours after the last final examination. Students must complete **both** the class **and** the Honors Option coursework with a B (3.00) or better to earn Honors Credit. The notation "Honors Option" will be added to the student's transcript - usually within the three-six weeks of the following semester.

### Questions?

Please contact us at honors@wayne.edu or (313) 577-3030

## Honors Option Proposal Form

**Course:** Dept.     No.                                **Term:** _____

Example:     MAT         2250

**Student Name:** _____    Self-reported GPA: _____

**9 Digit WSU ID:** 00_____    ACCESS ID: _____

**WSU e-mail:** _____    Phone: _____

**Honors Program(s)** _____

**Faculty Name:** _____    ☐ ==Check, if part-time==

**Title (check one)**    θ Asst. Prof.    θ Assoc. Prof.    θ Professor    θ Lecturer    θ Senior Lecturer

**Department:** _____

**WSU e-mail:** _____    or ACCESS ID: _____

**Phone number:** _____

✓
### Student Checklist

— Must have a 3.3 cumulative GPA at time of submission to propose a Honors Option

— Check the 'Title' of your Professor (See Item #1 on the Tips page for instructions.)

— Attach a copy of your course syllabus; See tips page if your syllabus is over 5 pages.

— Include typed proposal (max 1 page) **identifying the details of the Honors work with** gradable component.

— Sign form and obtain Professor's signature. ==If using a part-time faculty member, the co-signature of the Department Chair will also be needed.== **GTAs and GRAs not permitted.**

— Submit complete proposal (form, syllabus, description) before the deadline. Late submissions accepted **only** when extensions have been approved by the Honors College in advance of deadline.

**Instructor-Student Agreement**

I agree to the terms of the Honors Option Proposal as outlined in the materials above. I understand that the arrangement may be altered or cancelled during the course of the semester with the consent of all parties involved (instructor, student and Honors College representative).

Student's Signature: _____

Date: _____

==Instructor Signature==: _____    X_____ Dept. chair Co-signature

Date: _____

NOTE: Due to online programming – a forwarded email or screenshot of dialog with your instructor is also acceptable.

OFFICE USE:

| Date received: | Entered into Advisor Spreadsheet: | GPA Confirmation: | Revision Request Date: | Evaluation: |
|---|---|---|---|---|
|  |  |  |  |  |

# Tips for Honors Option project and proposal:

1. **CHECK THE TITLE OF YOUR FACULTY.**  In order to check the 'Title" of your faculty to see if they are full time or part time please use the following steps.
   a. Go to www.wayne.edu
   b. Use the search tool and enter the name of the Professor. Click the 'people' option
   c. Click on the name of the Professor in the generated list of names
   d. The 'Title' of the faculty is what you need to see.
      i. If the 'Title' states **Graduate Teaching Assistant or Graduate Research Assistant**, then this professor is not eligible to participate in the Honors Option process and you would not be able to use this class for Honors Option credit.
      ii. If the 'Title' matches any of the categories listed on the Honors Option form, then they are considered a full-time faculty and you would check the corresponding box
      iii. If the "Title' states PT UTF, then they are a part-time faculty and you would get the co-signature of the department chair before you submit your forms

2. Make sure that the project directly links to the learning outcomes of the course. If indirect, be sure to state this connection clearly in your proposal.

3. Be specific in your proposal about the academic component of your project.  If you are writing a paper, **state the topic** and intended length and/or required citations and/or sections.  If you are doing a presentation, please state the topic, audience, format, and duration.

4. Getting all of the details set with your professor may take some time, so start this conversation at the beginning of the semester.

5. If you or your professor has any questions, please have them contact honors@wayne.edu and an Honors Academic Advisor will be able to assist.

6. Syllabus: If your syllabus is especially lengthy: Be sure to include the first page and all pages related to course outcomes, grade calculation, and assignment descriptions. Pages related to the weekly assignments, plagiarism, disability services etc. are unnecessary for the proposal review.