



**Deadline** Winter 2022, February 10, 2022

Submit using the form at

<https://forms.wayne.edu/5ea9c3b2cfff/> OR

in **one email** to [honors@wayne.edu](mailto:honors@wayne.edu)

**\*\*\*DO NOT SUBMIT BOTH WAYS**

## Honors Option Proposal

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

### Added Honors Project or Assignment

The student describes the additional project in a typed proposal. This is submitted with the Honors Option Intake form and syllabus by the deadline. The Honors work is separate from the regular assignments and should not be factored into the course grade. No extra credit is earned via the Honors project. **The student must be able to describe 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 (intake form), 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:

- Overall grade for the course
- Grade on Honors Option work

The evaluation is due to [honors@wayne.edu](mailto: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](mailto:honors@wayne.edu) or (313) 577-3030

# Honors Option Intake Form

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**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)** \_\_\_\_\_

**Check, if part-time**

**Faculty Name:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**WSU e-mail:** \_\_\_\_\_ **or ACCESS ID:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_



### Student Checklist

- Must have a 3.3 cumulative GPA at time of submission
- 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) **with details of the Honors work &** gradable component.
- Obtain Professor's approval. **If partnering with part-time faculty, the co-approval of the Dept. Chair is also needed. Graduate Teaching Assistants and GRAs are not permitted.**
- Submit **complete** proposal (form, syllabus, description) before the deadline. Late submissions accepted **only** when they have been approved by Honors 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 it may be altered or cancelled during the semester with the consent of all parties involved (instructor, student and Honors College).

**Student's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Instructor Signature:** \_\_\_\_\_

\_\_\_\_\_ 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](http://www.wayne.edu)
  - b. Use the search tool and enter the name or Access ID 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' is Assistant Professor, Associate Professor, or Professor - 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
    - iv. If you see a position not listed here, please contact [honors@wayne.edu](mailto:honors@wayne.edu) to confirm their eligibility to oversee Honors work
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](mailto: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.