



Deadline Winter, February 7, 2023

Submit using the form at

<https://forms.wayne.edu/636bcd9ab72f6/> OR
in one email to honors@wayne.edu

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

Honors Option Proposal

Honors students with a 3.30 cumulative GPA or higher may earn Honors credit in **2000-level or above classes** by adding an agreed-upon project. The course must be taught by WSU faculty (as listed in the Directories www.wayne.edu). When working with **part-time faculty (depending on department policies)** students obtain co-approval from the Department Chair, as well.

Added Honors Project or Assignment

The student describes the 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 projects include:

- Creative projects: additional music composition, art piece, or choreography
- Additional reading material resulting in a paper and/or 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 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 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, Honors will contact your instructor via WSU e-mail to request your:

- 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 Intake Form

Deadline Winter, February 7, 2023 Submit using the form at <https://forms.wayne.edu/636bcd9ab72f6/>
 OR in **one email** to honors@wayne.edu
 *****DO NOT** SUBMIT BOTH WAYS

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

Student Checklist

- Yes No 3.3 cumulative GPA at time of submission
- Yes No Check the 'Title' of your Professor (See Item #1 on the Tips page for instructions.)
- Yes No Attach a copy of your course syllabus; See tips page if your syllabus is over 5 pages.
- Yes No Include typed proposal (max 1 pg) **with details of Honors work** (gradable component).
- Yes No Obtain Professor's approval. **If partnering with part-time faculty, co-approval from the Dept. Chair is also needed. Graduate Teaching Assistants and GRAs are not permitted.**

Late submissions accepted **only** when 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. 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 and Date: _____ _____ Dept. chair Co-signature

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 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 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 and an Honors Academic Advisor will be able to assist.
6. Syllabus: If your syllabus is especially lengthy, it’s ok to submit an abbreviated version. Just be sure to include the first page and any pages related to outcomes, grade calculation, and assignment descriptions. Pages related to the weekly assignments, plagiarism, disability services etc. are unnecessary for the proposal review.