

## Honors Interdisciplinary Seminar Proposal Form

The Burnett Honors College (BHC) accepts proposals from UCF faculty for Honors interdisciplinary seminars. Seminars are intended to be innovative, creative, and challenging courses in which students are active participants. These courses offer faculty an opportunity to teach small classes (Honors seminars are limited to around 20 students) and the chance to explore new topics and instructional formats that may not fit within the traditional curriculum.

**All proposals must be sent electronically to Senior Associate Dean Martin Dupuis via [martin.dupuis@ucf.edu](mailto:martin.dupuis@ucf.edu) and include the following materials:**

- A completed cover sheet (located on the second page of this form) including a signed statement of support from the faculty member's Department Chair.
- A brief course description of 500 words or fewer.
- A tentative syllabus including a reading list, descriptions of assignments, and mechanisms for grading.
- A brief statement that directly addresses the innovative nature of the course, any elements which distinguish it as an Honors course, and the approaches that will be used to integrate distinct areas of knowledge into an interdisciplinary experience.
- A brief curriculum vitae for the faculty member teaching the course.
- A course summary of 100 words or fewer to be distributed to students for recruitment purposes.

Honors seminars should be accessible to all University Honors students (regardless of major) and should therefore aim to teach topics of broad interest as well as avoid having any prerequisites. All seminars must also follow curriculum approval procedures for new Special Topics courses and are usually created as XXX 3930H. It is the responsibility of the faculty member and their department to ensure that these approval procedures are completed in a timely manner. The University Honors Committee as well as the faculty member's academic college must approve all proposals prior to their submission to the University Course Review Committee (UCRC) for final approval. Please note that this comprehensive approval process can span 1-2 semesters. Additionally, academic year course offerings are scheduled approximately 18 months in advance. As a result, approved seminars are first scheduled about 1-2 years after final approval by the UCRC.

Course reimbursement funds will be transferred to the faculty member's respective college or department for each seminar taught. Seminars are typically offered one to four times (but no more than once per academic year) by invitation from BHC as well as departmental approval.

Please refer any questions or concerns regarding the Honors interdisciplinary seminar proposal process to Senior Associate Dean Martin Dupuis via [martin.dupuis@ucf.edu](mailto:martin.dupuis@ucf.edu). Thank you for your proposal!

## Honors Interdisciplinary Seminar Proposal Cover Sheet

Proposed Seminar Title: \_\_\_\_\_

Proposed Course Prefix: \_\_\_\_\_

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

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

College: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Department Chair Name: \_\_\_\_\_

Email: \_\_\_\_\_

Comment: \_\_\_\_\_

*As Department Chair, I support this proposal submission and agree to the course being scheduled in the future barring any unforeseen events.*

Signature: \_\_\_\_\_

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