



### **Instructions**

This form should be completed by the faculty member/instructor who will be teaching the course for which funding is requested, in consultation with your department chair and the curricular representative (<https://registrar.wisc.edu/curricular-contacts/>) for the proposed course.

The completed form, along with the requested additional documents, is typically submitted to the L&S Honors Program by the department Chair/Associate Chair or department Honors Coordinator.

Notes for departments/programs that are **submitting more than one course funding proposal**:

- Please submit a completed version of this form for each course for which funding is requested.
- The Chair/Associate Chair can write a single cover letter that includes information about all of their department's course funding requests.
- We ask that each department submit a single .pdf that includes all of their funding requests.

**For full consideration, submit your proposal as a PDF emailed to [director@honors.ls.wisc.edu](mailto:director@honors.ls.wisc.edu) by **5:00 PM on Friday, November 18, 2022**.**

Questions can be addressed to:

Jenny Saffran, Faculty Director, [director@honors.ls.wisc.edu](mailto:director@honors.ls.wisc.edu)

- General inquiries
- Funding

Sara Stephenson, Associate Director of Advising and Curriculum, [sara.stephenson@wisc.edu](mailto:sara.stephenson@wisc.edu)

- Course design
- Course proposals
- Curriculum

Visit <https://honors.ls.wisc.edu/apply-for-honors-course-funding/> for additional information.



**General Course Information**

**Faculty member/instructor who will teach the Honors course/section**

Name:

Email:

**Course number** (e.g., CHEM 109):

**Course title:**

**Curricular details**

*If possible, please confirm in [Guide](#) or through Course Search & Enroll. For new courses not yet in the Guide, or if you are not sure, leave blank.*

Credits:

Level:

Breadth (if applicable):

General education (if applicable):

Requisites:

**Honors Only course type version:**

- Faculty-taught Honors **seminar**
- Faculty-led Honors **discussion or lab section** accompanying a larger lecture
- Other

If you selected "Other," explain:

**Term when the Honors course will be taught:**

- Fall 2023
- Spring 2024
- Summer 2024



**Course Audience**

Briefly describe the target audience for the course.

*Note that the Honors Program is particularly eager to fund courses with minimal requisites that could be of interest to students pursuing a wide variety of L&S majors.*

Please provide a short, student-facing blurb (up to 150 words) about the course content and goals and how the course will engage students.

*The Honors Program will use the blurb to promote the course to students. We also encourage instructors to include this or similar information in the course's "Instructor Provided Content" (found through the Faculty Center), so that students can see it as they search for and enroll in classes.*

**Honors Teaching**

What is your motivation for teaching an Honors course/discussion, and how will you approach teaching an Honors section?

*If you have taught this course as a non-Honors course previously, identify specific changes you would make for the Honors version. If you are proposing an Honors discussion section or lab, describe how the student experience will be different from the non-Honors sections.*



### **Funding Information**

To discuss the possible uses or amount of funding, please contact the Honors Program Faculty Director, Jenny Saffran, at [director@honors.ls.wisc.edu](mailto:director@honors.ls.wisc.edu).

#### Faculty-taught Honors **seminars**:

- Funding is available in the form of salary replacement to fund a lecturer who will free the faculty member to teach an Honors-only course. Lecturer replacement funding awarded is generally 33 1/3%.
- If you would like to apply for a different percentage of lecturer replacement funding or if the faculty would be replaced by a lecturer not budgeted in your department, please explain the need and provide relevant details (e.g. name of the other department/program).

#### Faculty-led Honors **discussion section** accompanying a larger lecture:

- Funding is available in the form of \$1,200 supplies and expense award. Please feel free to contact the Honors Director with questions about how these flexible funds can be used.

If you are requesting a different form of funding, please provide relevant details.

### **Supplemental Documents**

1. Please attach a draft syllabus of the proposed Honors course. Please provide enough detail on readings, assignments, projects, and evaluation processes to allow the Faculty Honors Committee to determine the appropriateness of this course for Honors students. Dates are not required or expected.
2. Include a brief cover letter from the Department Chair or Associate Chair addressing how the course will enhance the Honors curriculum of the department and/or L&S Honors in the Liberal Arts, along with a brief assessment of the applicant's quality as a teacher (this could include teaching awards, student evaluations compared with departmental averages, or other evidence). For departments submitting more than one proposal, the Chair/Associate Chair may provide a single cover letter that includes information about all the course funding requests.

### **Proposal Checklist**

- This document
- Draft syllabus
- Chair/Associate Chair cover letter

Submit proposal as a PDF to  
[director@honors.ls.wisc.edu](mailto:director@honors.ls.wisc.edu) by  
**5:00 PM on Friday, November 18, 2022.**