



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](#) for the proposed course. Please also note that departments/faculty are welcome to teach Honors Only courses without applying for funding; this application only needs to be completed by departments/faculty seeking funding from the L&S Honors Program to support offering Honors Only coursework.

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 complete a 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 single .pdf emailed to pkeys@wisc.edu by **5:00 PM on Friday, November 17, 2023.**

- For additional information, please view [Honors Course Funding](https://honors.ls.wisc.edu/apply-for-honors-course-funding/). <https://honors.ls.wisc.edu/apply-for-honors-course-funding/>.
- For questions about the application process, reach out to Honors Interim Associate Director Pete Keys at pkeys@wisc.edu.
- For questions about Honors course curricula and design, reach out to Honors Associate Director Christine Evans at cmevans3@wisc.edu.
- For all other questions, reach out to Faculty Director Jenny Saffran at director@honors.ls.wisc.edu.



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 (select one):

- 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 2024
- Spring 2025
- Summer 2025



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 why Honors students should be excited to enroll.

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

Please review [L&S Honors guidance](#) about Honors Only courses. Briefly describe aspects of how your course will be designed to create an Honors Only experience for students.

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.

Course History (if applicable)

If you have taught this course as an Honors course at any time since Fall 2021, please note year(s), semester(s), and number(s) of students who enrolled in each offering of your course.



Funding Information

Requested allocation (check only one):

1. Honors **seminar**:

- Salary replacement for lecturer who will free the faculty member to teach an Honors Only course
- Lecturer replacement funding awarded is generally 33 1/3%.
- If you are applying for a different percentage, please explain need.

2. Honors **discussion/lab section**: \$2,000 **bonus salary** for the participating faculty member

3. Honors **discussion/lab section**: \$2,000 supplies and expense award for use by the participating faculty member

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 nor 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 information could include teaching awards, student evaluations compared with departmental averages, engagement in pedagogical training (e.g., the Discussion Project, inclusive teaching training, etc.), or other evidence. **If the faculty member is requesting bonus salary, the department chair’s letter must include a statement that the faculty member is currently in good standing (option 2 above). For departments submitting more than one proposal, the Chair/Associate Chair may provide a single cover letter that includes information about all of their department’s course funding requests.**

Proposal Checklist

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

Proposal approved by:

Department Chair Name

Department Chair Email

Submit proposal as a PDF to pkeys@wisc.edu by **5:00 PM on Friday, November 17, 2023.**