



Instructions

This proposal form is part of funding request materials for Honors Only courses/sections that will be taught during the Academic Year 2025-2026. The proposal form and a draft syllabus should be **completed by the faculty member/instructor who will be teaching the Honors course**. Proposals should be developed in consultation with your department chair and [curricular representative](#). Please note that funding is limited, and departments/faculty may teach Honors Only courses without applying for this funding.

To use the fillable PDF functionality, download the PDF and open it in Adobe Acrobat or Adobe Reader.

A merged PDF of all application materials (the completed funding proposal form, Honors-specific syllabus, and cover letter from the chair/associate chair) is typically submitted to the L&S Honors Program by the department chair/associate chair or honors coordinator.

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

- Please include a separate version of this form, completed by the relevant instructor, for each Honors 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 file** that includes all of their funding requests.

For full consideration, submit your proposal materials as a single PDF emailed to Christine Evans at cmevans3@wisc.edu by **Friday, November 15, 2024.**

- For additional information, please view our website's page on [Honors Course Funding](#).
- For questions about the funding application process, Honors course design, or Honors curricula, reach out to Associate Director Christine Evans at cmevans3@wisc.edu.
- For all other questions, reach out to Faculty Director Dan Kapust 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 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 2025
- Spring 2026
- Summer 2026

Course History (if applicable)

If this course has been taught 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 Honors offering of the course.



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, 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. Describe aspects of how your course will be designed and taught to create an impactful 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.

Additional Information

If there is any additional information about the course or your goals with teaching this course that you'd like the Faculty Honors Committee to know when reviewing the proposal, please share that here.



Funding Information

Requested allocation (select only one):

1. Honors **seminar**:
 - Salary replacement for lecturer who will free the faculty member to teach an Honors Only seminar
 - 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

Additional Materials

1. A draft syllabus of the proposed Honors course. If the proposal is for an Honors discussion/lab section, provide syllabus materials for both the lecture and the discussion/lab. Please include enough detail on readings, assignments, projects, and evaluation processes to allow the Faculty Honors Committee to consider the appropriateness of this course for various Honors student populations. Dates are not required nor expected.

2. A cover letter from the department chair or associate chair that includes:
 - a. How this course would enhance the L&S Honors in the Liberal Arts curriculum and/or departmental Honors curriculum
 - b. A brief assessment of the applying instructor's quality as a teacher. Information about the instructor 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 (option 2 above), the chair's letter must include a statement that the faculty member is currently in good standing. 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 and relevant instructors.**

Proposal Checklist

- Completed form (1 per course)
- Draft syllabus (1 per course)
- Chair/Associate Chair cover letter

Departmental approval by:

Department Chair Name

Department Chair Email