University of Massachusetts Amherst

Commonwealth Honors College

Late Added Honors Colloquium Contract

Information Sheet

Honors Colloquium contracts provide a mechanism for faculty members and students to spontaneously and collaboratively generate and schedule honors colloquia. Students and faculty are encouraged to use their imaginations when designing a Colloquium. Colloquia should be challenging, rewarding, stimulating and fun. If approved this contract will become a listed colloquium for the core course and may be scheduled for 4 more semesters without re-approval by requesting that your department scheduling officer include it whenever the core course is scheduled.

Honors Colloquia

Colloquia are meant to be small-group learning experiences. Colloquium size may range from one to twenty-five student participants, meeting with a faculty sponsor.

Completing This Contract

Only one contract needs to be submitted to the Commonwealth Honors College office. Each student who signs the colloquium roster will be proceeding according to these guidelines. The information we request at the top of the form (affiliated course, etc.) is required in order to correctly register the course. Answer the questions as thoroughly as possible; this form is the official UMass course description; grad schools, employers, etc., inquiring about the Colloquium may be sent a copy of this form. Be sure to include all of the information that we request. Note: If your proposal is not approved, you will be told why and encouraged to revise it.

Course Description Should Answering these Questions

Please attach additional page(s).

What content does your group plan to study? Clearly define your topic and the nature of your study. Do you wish to investigate the "big picture," or a specific aspect of something? What do you hope to discover/accomplish? Why did you select this topic? How does the colloquium enhance material in the 3-cr. course?

What format will your group use, e.g., reading/discussion, group project/discussion, laboratory experiment/discussion, performance attendance/discussion?

What are the criteria for grading? A written document (formal paper, journal, composition) is the standard method for wrapping up a colloquium. Other possibilities include: oral presentations; original poetry, fiction, or artwork; a performance; a contribution to a community; etc.

Deadline

DO NOT USE THIS FORM PRIOR TO THE START OF CLASSES FOR THE SEMESTER.
Use the UMass Course and Curriculum Management system to submit a proposal before classes start.

Please submit this form by the end of Add/Drop. Late submissions require that each student's late add registration be submitted to and approved by their Academic Dean which may require additional documentation from the student.

Questions? Call, fax, or email the Honors Scheduling Representative:
v: (413) 545-0136, f: (413) 577-2620, rpackard@honors.umass.edu
Return completed forms to
Commonwealth Honors College, 301 CHC Building, Attn: Roland Packard
by campus mail, fax, or scanned and emailed as a PDF file.

University of Massachusetts Amherst

Commonwealth Honors College

Subject	
Colloq #	H

PROPOSAL FOR ACADEMIC APPROVAL OF A 1 CREDIT LATE ADDED COLLOQUIUM

Please print all information)

Course catalog number that colloquium is attached to: _____
(Ex.: M&I-ENG 313, CHEM 101S, NUTRITN 254)

Semester colloquium will first be scheduled using this approval: _____

Capacity: _____(25 students max) GenEd: _____
(please fill in the GenEd designation of the course colloquium is attached to)

Notes or comments: _____

_____

In future semesters will this course be scheduled and open to SPIRE registration: ☐**Yes** ☐**No**

In future if the course is off line please indicate how students should register:
(Consent of Instructor, Consent of Department, other)

_____

Recommended for: ☐Freshmen ☐Sophomores ☐Juniors ☐Seniors

This colloquium will meet DAY(s):_____ TIME(s):_____ or ☐BY ARRGT

(Because direct contact with faculty is a key ingredient in the mission and priorities of honors education, it is our expectation that honors colloquium classes shall be scheduled such that each academic credit earned by students equals a minimum of thirteen hours of contact time with the instructor over the course of the semester (i.e., 50-minute class-hour weekly, 2 all-day workshops, 4 evening field trips, etc.).

Enter Colloquium Description Information On Page 2

Instructor's Name:_____ Instructor ID#_____
(Registrar's Office Requires)

Campus Address:_____

Email:_____ Phone:_____

SIGNATURES OF APPROVAL (for a new course 3 signatures are required; for a re-approval Chair & HPD)

_____
Department or Curriculum Committee Chair approval

_____
Instructor

_____
Honors Program Director (HPD) approval

_____ Date: _____
Commonwealth Honors College Council approval

IMPORTANT: Following Approval by Commonwealth Honors College, we will submit the course scheduling information and roster directly to Whitmore for the colloquium to be listed and the students enrolled on SPIRE.

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Course Enrichment Description

1. Current non-honors course description in the SPIRE Course Catalog:
2. Description of the specific honors enrichment for students in the colloquium:
3. Honors Course Guide description to promote enrollment in the honors colloquium:

The completed proposal may be submitted to Roland Packard by campus mail to 301 Commonwealth Honors College, faxed to 577-2620, or scanned and sent as a PDF file to rpackard@honors.umass.edu.

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Catalog # _____

Class # _____

Semester/Yr _____

Honors Colloquium Roster Form

Subject _____ **Affiliated 3-cr course** _____

THE FOLLOWING STUDENTS ARE TO BE ENROLLED
(Each student MUST initial in the "initials" column to be added to the colloquium.)

	Name (Please Print)	SPIRE ID #	Major	Honors Student Y/N	Class Yr	Lec Sect	Dis Sect	Lab Sect	Other Sect	Student Initials
1										
2										
3										
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_____ _____
Faculty Sponsor Name/Signature **Date**

_____ _____
Commonwealth Honors College Approval **Date**