**UNIVERSITY OF MARY WASHINGTON -- NEW COURSE PROPOSAL**

Electronically submit this completed form with PDF attachments to the Chair of the College Curriculum Committee.

<table>
<thead>
<tr>
<th>COLLEGE (check one):</th>
<th>Arts and Sciences</th>
<th>X</th>
<th>Business</th>
<th>Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposal Submitted By:</td>
<td>Honors Program Committee</td>
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<tr>
<td>Date Prepared:</td>
<td>September 20, 2013</td>
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<tr>
<td>Course Title:</td>
<td>Honors Mentoring</td>
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<tr>
<td>Department/discipline and course number*:</td>
<td>HONR001</td>
<td></td>
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*This course number must be approved by the Office of the Registrar before the proposal is submitted.*

<table>
<thead>
<tr>
<th>Number of credits proposed:</th>
<th>0</th>
<th>Prerequisites:</th>
<th>completion of first-year of honors program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will this be a new, repeatable “special topics” course? (Do you want students to be able to take this new course more than once if the topic changes?)</td>
<td>NO</td>
<td>X</td>
<td>YES</td>
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<thead>
<tr>
<th>Date of first offering of this new course:</th>
<th>FALL SEMESTER, year</th>
<th>Fall 2014</th>
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<tbody>
<tr>
<td>Proposed frequency of offering of the course:</td>
<td>each semester</td>
<td></td>
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<tr>
<td>List the faculty who will likely teach the course:</td>
<td>any faculty - most likely Honors Program Director</td>
<td></td>
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<tr>
<td>Are ANY new resources required?</td>
<td>NO</td>
<td>X</td>
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<tr>
<td>Document in attached impact statement</td>
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This new course will be (check all that apply):
- Required in the major
- Elective in the major
- General Elective
- General Education**

**AFTER the new course is approved, a separate proposal must be sent to the General Education Committee.**

**Catalog Description:** Peer-mentoring of First Year Honors students. Upperclass Honors students will interact with and provide advice to younger honors students about program requirements and university life. Students are expected to plan mentoring activities and self-reflect on the experience.

**REQUIRED ATTACHMENTS:**
1. **Rationale Statement** (Why is this course needed? What purposes will it serve?)
2. **Impact Statement** (Provide details about the Library, space, budget, and technology impacts created by adding this new course. Include supporting statements from the Library, IT Department, etc. as needed.)
3. **Sample Syllabus**

**REQUIRED ATTACHMENTS:**

**DEPARTMENT CHAIR Approval:**

**CCC CHAIR Approval:**

**UCC CHAIR Approval:**
1. **Rationale Statement (Why is this course needed? What purposes will it serve?)**

The University Faculty Council (UFC) approved the general curriculum for the honors program on September 9, 2011. One of the requirements of the program is mentoring First Year Honors students. The students can choose an opportunity to interact with, provide advice to, and mentor underclassman honors students.

Even though the course is for zero credits, in order to graduate with the distinction of university honors, students must complete this requirement. The course will be graded on S/U scale (satisfactory completion of the service project will result in a grade of S). The Director of the Honors Program will keep track of the completion of these requirements (students will report to the program director). At the completion of each semester, the director will report to the registrar which honors students successfully completed these requirements. The main reason for using a zero credit course is to provide an easy way to account for completion of the honors program requirements in a degree audit.

2. **Impact Statement (Provide details about the Library, space, budget, and technology impacts created by adding this new course. Include supporting statements from the Library, IT Department, etc. as needed.)**

Students will utilize the program OrgSync to record mentoring activities during the semester or academic year in which they select to complete the mentoring requirement. The University currently has a license for this program and it is currently provided to the Honors Program through Student Affairs. As long as this program remains available, no additional technology needs are required. If this program is no longer available, alternative technology resources will be identified.

The Honors Program director and/or administrative assistant will be required to monitor the OrgSync records and report to the registrar the students who fulfill the mentoring requirements.

3. **Sample Syllabus**

**Honors Program Peer-Mentoring**

**HONR 001**

**Course Description**

The Honors Program strives to create an academic community of learners. One of the
requirements of the program is to mentor first-year honors students to provide guidance and advice. As the Honors Program is still new to UMW, students would benefit from additional interactions with and support from their peers. Learning to mentor can serve the Honors Students with opportunities to begin networking and interacting with others after graduation.

**Expectations:** All Honors scholars are required to mentor at least one underclassman honors student. Students are expected to participate in interacting with honors students and providing advice, guidance, and/or support. Students are responsible for selecting the interaction activity from a list provided by the Honors Program director, documenting their participation, and reflecting on the activity. Even though the course is for zero credits, in order to graduate with the distinction of honors college graduate, students must complete this requirement. The course will be graded on S/U scale (satisfactory completion of the service project will result in a grade of S). The Director of the Honors Program will keep track of the completion of these requirements (students will report to the program director). Once it is determined that the requirement was met, the student’s name will be sent to the Director of the Honors Program, who will report to the registrar’s office so that it can be noted in the student’s academic record.

**Evaluation:** As part of the assessment of the Honors Program, students are required to log on OrgSync the activities and time spent on mentoring activities. At the conclusion of the semester, students will submit a reflection essay about their participation in mentoring program. Any student failing to participate in at least three mentoring events, complete the activity log, and submit the reflective essay will not successfully complete the requirement of this course.

**Peer-mentoring Activities** – Prior to start of the academic year/semester in which you want to pursue peer-mentoring, please select the activity in which you wish to engage:

1) individual mentoring of a student – you would be expected to meet with your Honors Program buddy at least three times throughout the semester of academic year. Recommended times for meetings would be at the beginning of the semester, prior to course registration for the upcoming semester, and prior to final exams. The meetings could involve mentoring discussions over a meal, attending a co-curricular event together, or similar activities.

2) serving as a mentor for a first-year seminar course or introductory level honors course that serves predominantly first-year students. Students selecting this option would work with the faculty teaching the appropriate course to identify at least three ways in which the mentor would formally interact with the younger honors students.
**Time frame for Mentoring Requirement**

By the first day of the semester, identify peer-mentoring activity and inform the Honors Program director.

By the end of the first week of the semester, students will be assigned to their student buddy or to the Honors course for mentoring.

By the end of the second week, the student should plan mentoring activities (i.e. approximate dates for the three activities and a brief idea of what will happen in the event.) This plan will be posted on OrgSync.

By the end of the semester, log on OrgSync the three activities with brief description of the events, the time spent on the activity, and participants in the activity. In addition, a reflective essay about the experience must also be posted onto OrgSync.