# UNIVERSITY OF MARY WASHINGTON -- NEW COURSE PROPOSAL

Electronically submit this completed form with attachments in one file to the Chair of the College Curriculum Committee.

<table>
<thead>
<tr>
<th>COLLEGE (check one):</th>
<th>Arts and Sciences</th>
<th>Business</th>
<th>Education</th>
</tr>
</thead>
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Proposal Submitted By: Kelli Slunt  
Course Title: Honors Portfolio  
Department/discipline and course number*: HONR 004  

*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>Honors Program Scholar</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>
</tr>
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<table>
<thead>
<tr>
<th>Date of first offering of this new course: FALL SEMESTER, year</th>
<th>Fall 2015</th>
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</thead>
<tbody>
<tr>
<td>Proposed frequency of offering of the course:</td>
<td>Each semester</td>
</tr>
<tr>
<td>List the faculty who will likely teach the course:</td>
<td>Any UMW faculty member – most likely Honors Program Director</td>
</tr>
<tr>
<td>Are ANY new resources required?</td>
<td>NO</td>
</tr>
</tbody>
</table>

This new course will be (check all that apply): tracks requirement for the Honors Program  
Required in the major: General Elective  
Elective in the major: General Education**  
**AFTER the new course is approved, a separate proposal must be sent to the General Education Committee.

Catalog Description:  
Honors Program Portfolio – each Honors Scholar is required to participate in assembling an electronic portfolio of Honors Program work for assessment.

## COURSE HISTORY

<table>
<thead>
<tr>
<th>Was this course taught previously as a topics or experimental course?</th>
<th>YES</th>
<th>NO</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Number and Title of Previous Course</td>
<td>Semester Offered</td>
<td>Enrollment</td>
<td></td>
</tr>
</tbody>
</table>

CHECK HERE if the proposed course is to be equated with the earlier topics or experimental offerings. This means that students who took the earlier “topics” course will only be able to take the new course if they made a C- grade or lower in the earlier course.

NOTE: If the proposed course has not been previously offered as a topics or experimental course, explain in the attached rationale statement why the course should be adopted even though it has not been tried out.

## 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

Department Chair Approval: Kelli Slunt  
Date: 12/1/14

CCC Chair Approval:  
Date: 

UCC Chair Approval:  
Date: 

New Course Proposal Cover Sheet (July 2013)
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 participation in assessment and creating a portfolio of honors program work. In the spring of the final year of the program, the director will report to the registrar which honors students successfully completed these requirements and those students that did not complete the 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.

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 upload documents to OrgSync).

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 all participation in the Honors Program and to upload reflections, sample coursework, and log participation hours through their participation in the program. 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 portfolio requirements.

Sample Syllabus – no real syllabus but here are the requirements for the portfolio

Requirements for Honors Portfolio
Each honors program student is required to maintain an honors portfolio. A portfolio is a collection of work and reflective essays that serve many purposes:
For the student:
• provides a record of academic work that can be used to demonstrate personal and intellectual development
• allows for metacognition/reflection about your goals, career interests, and development

For the honors program:
• provides a means to monitor student progress
• allows for assessment and measurement of the effectiveness of the Honors Program

Contents of the Portfolio
Students are required to upload materials associated with the honors program in OrgSync. By the end of the spring semester (last day of final exams), your materials uploaded onto OrgSync must be up to date. The Honors Program Committee and the Director will assess the portfolio.
The files must include:

- at least one written paper or assignment from HONR 100 course (or course that fulfills the HONR 100 requirement)
- at least one representative paper or assignment from each of the designated HN courses
- initial reflective essay about the honors program
- personal statements for each year – the personal statements serve as an opportunity to reflect on your academic experiences. These statements should be one to two types pages in length and should articulate the following:
  - your understanding of knowledge obtained in your courses and academic experiences
  - interests
  - personal and professional goals
  - the role the honors program has played in your academic development
- copies of the summaries from the co-curricular events attended
- summary of the sponsored mentored service project
- final paper or project for the capstone honors course or honors project