

**Colloquium Proposal Form**

**Deadlines:** Please submit your Colloquium Proposal by Friday, September 9, 2016 if you wish to teach the Colloquium in the Spring 2017 semester. Please submit your Colloquium Proposal by February 10, 2016 if you wish to teach the Colloquium in the Fall 2017 semester.

**Departmental Endorsement:** The Honors College will only evaluate a Colloquium Proposal that is endorsed by the faculty member’s Department Head. Please discuss in advance with your Department Head your plans to propose an Honors Colloquium, whether you wish to teach it in or out of your regular teaching load, and how teaching the Honors Colloquium may affect your department’s staffing plan. If your Department Head endorses your Colloquium Proposal, please have the Department Head email Dr. Christopher Keller at christopher.keller@wku.edu by the deadline to submit proposals. *Any proposal submitted without an endorsement from the faculty’s Department Head will not be considered*. *It is vital that your department head includes if this proposed Colloquium would be taught as part of or out of your regular teaching load.*

**Submission:** Please email your Colloquia Proposal forms to Dr. Christopher Keller, Associate Director of Academics, Honors College, at christopher.keller@wku.edu.

**Process**: After submission, all colloquia proposals will be distributed to the Honors Development Board (HDB) for review. The HDB (a group of interdisciplinary faculty and four honors students) will decide on colloquia shortly after the deadline and will quickly notify applicants via email of its decision.

Proposals that are not accepted by the HDB will receive constructive feedback in the hopes that a revised proposal will be resubmitted in the future.

**Criteria**: By their very nature, colloquia offerings for a given semester should be diverse and eclectic, and the HDB strongly encourages creativity in developing colloquia ideas. However, there are some common characteristics that define successful colloquia proposals beyond simply fitting the guidelines from the “Desirable Features of an Honors Colloquium.” These are:

* a very specific, detailed course description. Course descriptions need to go beyond listing the title of the course or a few sentences of description that could be gleaned from the title. Instead, include a detailed description that explains the rationale for the course, the areas of inquiry, the ways different disciplines are used to explore the subject, and the significance of the studying this topic.
* a colloquium topic is not similar to other courses offered at WKU or to other colloquia offered recently (which can be determined via TopNet or by consulting with the Honors College). Similarly, colloquia topics should be expressly interdisciplinary. A student’s colloquium experience should be unique at WKU.
* Specificity about student readings in the colloquium and how the readings will fit into its overall design. Remember that the HDB is composed of faculty from many different disciplines and are not necessarily conversant with texts that may seem standard to your discipline. Therefore, describing the nature of the individual texts and how they fit into the overall goals of the course will be very helpful.
* thorough descriptions of assignments and activities the class will engage in, always putting the grading weight and activities in context of the unique nature of the colloquia format.
* a mix of assignment and activities that keep the students freshly engaged with the material. Although group discussion is key to colloquia, one designed completely around readings and discussions could be monotonous. Try group assignments, activities outside of the classroom, field trips, formal debates or presentations, etc. to give the students multiple ways to engage the material.
* clear explanations how you are professionally qualified/credentialed to teach this course. This is directly related to WKU’s SACSCOC accreditation and is mandatory. Please explain in the space provided below how your graduate degree, 18 hours of graduate coursework, professional experiences, professional certifications, publications, or other professional activities qualifies you to teach this subject matter.

**Instructions:**

1. Please carefully read the document entitled, “Desirable Features of an Honors Colloquium.”
2. Please provide the information below, save a copy for your records, and submit an attached document via email to christopher.keller@wku.edu by the appropriate deadline

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| Name: |  |
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| WKU ID# |  |
|  | |
| Rank, Department |  |
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| WKU email: |  |
|  | |
| Campus Address: |  |
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| The Colloquia will be taught in what semester? |  |
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| Colloquia Title: |  |
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| Would you teach the Colloquium in or out of load?  Please see directions above about Dept. Head endorsement |  |

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| In the space below, please list the first and second choices you have for days and times you would like to teach the Colloquia. Also please the building and room number in which you would like to teach. |
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| In the space below, please provide a course description of about 200-250 words (Please keep in mind this description will be used to promote your course on the Honors College website, listserv, and other locations to recruit students to your course): |
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| Please list the readings/texts proposed for the Colloquium, along with your general philosophy for choosing these texts. |
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| Please describe how the students will work with you to engage the course material (i.e. the general class structure). |
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| Please describe the Colloquium requirements (number and types of papers, presentations, etc. and how each will be weighted). Please keep in mind the Honors College guidelines regarding the type and amount of writing in a colloquium: |
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| How will this class be a unique experience for honors students (distinct from other courses at WKU)? |
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| Please clearly explain why you are professionally qualified/credentialed to teach this course. This is directly related to WKU’s SACSCOC accreditation and is mandatory. Please explain in the space provided below how your graduate degree, 18 hours of graduate coursework, professional experiences, professional certifications, publications, **or** other professional activities qualifies you to teach this subject matter. |
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