**Submission to the Honors College Curriculum Committee**

Checklist of proposal contents in order (See below for detailed descriptions):

1. Cover letter built from Honors Course Submission Cover Letter Template
2. Honors course syllabus
3. Syllabus for non-Honors section (optional; see below)
4. A representative assignment or collection of assignments

Submit to the Honors College Curriculum Committee as a single PDF. Example PDF file title:    
MCDO 590.H Ronald McDonald Clowning with Burgers (Course Number, Faculty Name, Course name)

**Submitted directly the Honors College Dean**

1. Letter of support from Department Chair

**Details of submitted contents**

1. **Cover letter**: Explain how the Honors course will meet at least two of the three goals of Honors Education: 1) Critical thinking and breadth of inquiry, 2) Undergraduate research, 3) Community engagement and experiential learning.
   1. If the submission is for an Honors (.H) section of currently non-Honors course, describe how the course has been amended to more closely align with the above goals. See the Honors Course Proposal Rubric for the criteria that will be used to evaluate the submission.
   2. Description of the included representative assignments (see 4 below). This should include details required for the Curriculum Committee to understand how the assignments of the course will support the goals of Honors Education mentioned above.
   3. Details regarding whether the proposed course will be in-load or over-load.
   4. Details regarding the intended course rotation (i.e. Spring, Fall, Spring and Fall)
2. **Honors course syllabus**: Among standard syllabus content, the Curriculum Committee will expect the syllabus to include evidence that the course will address the goals of Honors Education (see 1 above). For a syllabus of a .H section, distinctions from the standard syllabus should be visually highlighted.
3. **Syllabus for non-Honors section**: Original syllabus of the current non-Honors section of the course. This is only required for a submission proposing a .H section.
4. **Representative assignment(s)**: As many or as few assignments as are required for the Curriculum Committee to understand how the course assignments will serve the three goals of Honors Education (see 1 above). It is often additionally helpful for a submission to include rubrics that provide the Curriculum Committee a sense of how the assessments will align with the goals of Honors Education.