

## Request to Teach an Existing Honors Course Again in Fall 2019

Honors Faculty are limited to four (4) semesters (fall, fall, fall, fall; spring, spring, spring, spring; fall, spring, fall, spring; spring, fall, spring, fall) teaching an Honors course before being asked to allow other faculty the opportunity to teach that course. After a break of at least one regular academic semester (fall or spring), faculty are welcome to propose to teach Honors again. If you are unsure of an upcoming break, please contact the Honors Coordinator Kathleen Stephens, [kstephens@dcccd.edu](mailto:kstephens@dcccd.edu) or x6938, for this or any other questions.

<b>Nov. 9, 2018: Proposal Deadline.</b> Please complete this form, obtain the signatures of both your Program Coordinator and your Dean, and list proposed class days/times. (no online)
<b>Dec. 3, 2019: Notification of acceptance</b>
By the Friday prior to return week (of the semester in which you teach): Submit a draft of the Honors syllabus and list of co-curricular funding needs (including approximate date of event/need) to the Honors Coordinator.

Faculty Name: \_\_\_\_\_

Name of Honors Course  
(i.e., Federal Government): \_\_\_\_\_

Course Number  
(i.e., GOVT 2305): \_\_\_\_\_

During which semesters have you taught this same Honors course previously?  
\_\_\_\_\_

What schedule (days/times) have you discussed with your Program Coordinator and your Dean?  
(MWF, MW afternoons, or TR only. No online. No MW mornings.) \_\_\_\_\_

Please describe any significant changes you plan to make to the Honors course:

Please describe any co-curricular activities you plan to incorporate:

What is the estimated cost of these activities?

FACULTY (PRINTED NAME)	FACULTY SIGNATURE	DATE
PROGRAM COORDINATOR (PRINTED NAME)	PROGRAM COORDINATOR SIGNATURE	DATE
DEAN (PRINTED NAME)	DEAN SIGNATURE	DATE