Offering Honors Opportunities

There are several types of honors opportunities you may choose to offer:

**Honors Only course with your prefix** – This is a course with your prefix that is offered only for Barrett students. All seats are reserved for honors students and honors credit is issued via honors coding applied to your department’s course number. Typically, the honors course has a cap of 25 students or fewer.

**Honors Breakout Sessions of a larger course with your prefix** - Breakout sessions allow instructors of larger lectures the ability to grant honors credit without having to create a separate smaller honors only section, or offer numerous honors contracts, and sets a predetermined honors meeting prior to enrollment in the course. An honors section (with the same meeting pattern) is combined with the larger section of the course with a specific number of seats reserved for honors students. The associated zero credit honors breakout session will provide the required extra meeting time between instructor and students and the ability to focus on honors curricular activities/projects to warrant honors credit. Typically, the honors section has a cap of 25 students or fewer.

**HON course** – This course has an HON prefix and can be taught by faculty from any college at ASU. Honors credit automatically granted through the HON prefix. Usually utilized when interested in working with students from a wide range of majors. Typically, these sections have a cap of 25 students or fewer.

**Cross Listings** – This is a course in which a listing in your school/department is combined with a listing in Barrett (HON). These courses attract non-majors as well as majors. Honors credit is granted via honors coding applied to your prefix and/or the HON section of the course. These courses typically have a combined cap of 25 or less.

**Graduate Courses** – Grad courses with seats available to our students. All graduate level courses equate to automatic honors credit. Honors coding not required.

**Honors Enrichment Contract Courses** – Regular courses in which an agreement between student and instructor is reached and a contract is offered for honors credit upon approval of the contract. Honors class note 0189 should be added to readily allow students to identify these courses.

If you are interested in offering an honors course or section, the following steps should be taken:

1) **Propose**
   Propose the course to Barrett Vice Dean Peggy Nelson (and your department if necessary) at mnelson@asu.edu. Include a course syllabus that includes the honors expectations, type of honors offering (from list above), and semester in which you would like to offer the course. The syllabus will be reviewed by the Honors Curriculum Committee before honors designations are assigned. If you are interested in converting a regular section of a course you already teach, you may do so by modifying your regular syllabus to include extra or enriched assignments/projects for honors students. A syllabus is not required for an honors contract course or grad section.

2) **Schedule**
   *Once the Honors Curriculum Committee has reviewed the syllabus, the course will be scheduled. If scheduling an honors only course, your department scheduler will build your course.* Send the scheduler your specific course details as you normally would and ask for honors coding to be included. If scheduling a cross-listing, both your department scheduler and Barrett scheduler Michele Trejo (Michele.Trejo@asu.edu) should be sent a request to build. Your department course/section should be built as honors only with honors coding included. Some departments/instructors may choose to allow non-honors students into their department courses and sections. If this occurs, the syllabus must either be enriched for all students equally, or have specific honors components distinctly listed. Requests for HON course builds should be sent to Michele Trejo along with all pertinent course information. Grad courses and courses offering enrichment contracts are built per usual.

3) **Promote**
   Honors course and section details should be provided to Michele Trejo as soon as sections are built. Barrett posts honors schedules approximately 2 weeks prior to registration every semester. Students utilize these schedules to plan their enrollment each term. Including your course or section information prior to this posting is vital for solid enrollment. Information needed: prefix, subject number, title, class number, meeting pattern and brief (3 sentences) course description for the schedule. You may also submit a request to our listserv to advertise via the Honors Digest (which goes out to students, faculty, and staff daily) at https://barretthonors.asu.edu/about/forms/honors-l-submission.
If you or your scheduler have questions regarding honors opportunities or builds, you may contact Michele Trejo (Michele.Trejo@asu.edu, 480-727-5323) or Margaret Nelson (mnelson@asu.edu, 480-965-9520).

Basic requirements* for an honors course (not including HON171, HON272, and HON370) within Barrett (HON prefix) and in any other unit at ASU is important:

1. Discussion based
2. Substantial writing and/or speaking
3. Fewer than 26 students
4. Only Barrett students
5. Grading represents investment in discussion and writing/speaking
6. Taught by regular faculty

*Barrett is flexible on all of these criteria, depending on the circumstance and the course.