



Honors by Special Arrangement

Instructions for Faculty Members:

Honors courses are for students who have the motivation and the intellectual curiosity to go beyond the standard curriculum. While Coastal has many courses reserved for Honors students, it is impossible to offer every single course with an honors-only section, especially in upper-level courses within the major. The Honors by Special Arrangement (HbSA) course is a way to offer students the opportunity to receive the Honors experience while being enrolled as a part of a regular course.

What is Honors by Special Arrangement?

With HbSA, an Honors student, in consultation with the professor, takes a regular course and modifies the requirements and expectations for a distinct Honors experience. For administrative purposes, a special section of the course will be created and designated with an H (e.g. ASTR 101 H2 instead of ASTR 101 02).

Faculty members should discuss with their department chair whether they should accept students for an HbSA course. The creation of an HbSA section depends on the agreement of both the instructor and the Chair of the department.

How does an HbSA course differ from a regular course?

The HbSA course should *replace or modify* existing course assignments with those that involve written activities, reading, oral presentations or projects that help a student acquire a deeper understanding of or involvement with the material. An HbSA course will often involve covering topics in greater depth, with more advanced analysis, more creativity, or more synthesis, often with the use of primary research and sources. Ideally, it includes presentation of the work by the student. We encourage faculty and students to be creative and flexible in thinking about the possibilities for an HbSA course!

The faculty member should keep in mind the broad NCHC objectives of an Honors course when modifying the course, and to incorporate some of these into their modifications:

- 1. To help students develop effective written communication skills (including the ability to make effective use of the information and ideas they learn);*

2. *To help students develop effective oral communication skills (while recognizing that not all students are comfortable talking a lot in class);*
3. *To help students develop their ability to analyze and synthesize a broad range of material;*
4. *To help students understand how scholars think about problems, formulate hypotheses, research those problems, and draw conclusions about them; and to help students understand how creative artists approach the creative process and produce an original work;*
5. *To help students become more independent and critical thinkers, demonstrating the ability to use knowledge and logic when discussing an issue or an idea, while considering the consequences of their ideas, for themselves, for others, and for society.*

The changes in the content should include at least 20% of the course. ***While this may result in some increase in the quantity of work, this should not be the primary focus of the changes in the syllabus.*** Rather, the changes should aim at increasing the character and level of the work by the Honors student.

How to create an HbSA section:

- Plan the HbSA course: The creation of an HbSA course can either be planned in advance by the department, or it can be initiated by a request from a student. In the latter case, the instructor and the student will discuss and agree on the alternate assignments or activities that make it an Honors course.
- Create (or modify) an Honors version of the course syllabus where the alternate Honors work is highlighted in yellow. The syllabus should be specific as to how the Honors material is graded and fits into the overall course grade.
- Using the online submission form on the Honors Program page, upload the syllabus and enter the requested information. The system will notify both your chair and the Honors Program of the request.
- Upon approval, the Honors Program office will send the request for the change in section to the Registrar's office, who creates the H section.
- If using Moodle for the course, request that the H section be cross-listed with the normal section, unless you want the Moodle pages to remain separate.

