**CAPITAL SCHOLARS HONORS PROGRAM (CSHP) COURSE PROPOSAL PROCESS**

Faculty who propose new courses and have them approved are eligible to receive course development funds in the semester or summer before the course is scheduled. *Because of the mutual benefit to faculty and to the CSHP Program, faculty who receive course development funds are expected to deliver the course at least twice.* The CSHP Curriculum Committee will review course proposals using the rubric on page 3 of this document. If committee members have questions about a proposal, the faculty members submitting the proposal may be invited to a Curriculum Committee meeting.

Faculty proposing team-taught courses only need to submit one course proposal. Sample syllabi used in the CSHP are available upon request. Please submit the following information to the Capital Scholars Curriculum Committee via the CSHP director Marc Klingshirn ([cshpdirector@uis.edu](mailto:mklin2@uis.edu)).

* Because CAP syllabi reviewers come from across the university and may not know you and your interests, please include names, departmental affiliations, and areas of scholarly expertise of all course instructors.
* A *brief* (1-2 paragraph) explanation of the CAP course you are proposing that answers the following questions:
* What is the course title?
* How does this course relate to the CSHP mission and program goals? (See checklist on page 2)
* How will the course address the specific course learning outcomes for the particular CAP course you are proposing to teach? (See CAP Course Outcomes document: <http://www.uis.edu/caphonors/wp-content/uploads/sites/17/2013/11/CAP-Course-Learning-Outcomes.pdf>)
* What are the disciplines that you plan to introduce in this course?
* Completed CAP course checklist (see page 2)
* A detailed syllabus (see CAP syllabus template below, page 4) that includes:
* Course description and/or theme
* Course learning outcomes (Note: The CSHP faculty have developed learning outcomes for each CAP course. Faculty members are expected to include these learning outcomes on the course syllabus, but are free to supplement them with additional course-specific learning outcomes. For course learning outcomes, see the CAP Course Outcomes document: <http://www.uis.edu/caphonors/wp-content/uploads/sites/17/2013/11/CAP-Course-Learning-Outcomes.pdf>)
* Number and length of writing assignments and the number and kinds of other assignments, exams, and/or projects
* Grading criteria and a breakdown of the approximate weight of each assignment in determining the final course grade

**CAPITAL SCHOLARS HONORS COURSE CHECKLIST**

**CSH Program Mission:** “The mission of the UIS Capital Scholars Honors Program is to provide a challenging, interdisciplinary educational experience in which well-qualified, motivated students gain understanding and leadership skills to engage the world.”

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| **CSH Program Goals** | **Please Check All That Apply** |
| **Program Goal #1:** To prepare honors students for effective citizenship and leadership, productive careers, and lifelong learning. |  |
| **Program Goal #2:** To offer an innovative, integrated, interdisciplinary curriculum based in the liberal arts and sciences. |  |
| **Program Goal #3**: To involve honors students in a dynamic learning community. |  |
| **Program Goal #4:** To encourage undergraduate research and foster mentoring relationships between students and faculty. |  |
| **Program Goal #5:** To foster curiosity and challenge honors students to become curious, intellectually rigorous, critical thinkers. |  |
| **Program Goal #6:** To encourage students to develop an appreciation of aesthetics and foster creativity. |  |
| **Program Goal #7:** To encourage reflection on the concepts and practice of social responsibility and ethical behavior. |  |
| **Program Goal #8:** To provide honors students the opportunity to experience and reflect on multiple perspectives and methods in their academic and social surroundings. |  |
| **Program Goal #9:** To provide honors students the opportunity to acknowledge, value, and promote diversity in all its forms. |  |
| **Program Goal #10:** To encourage participation in cross-cultural and transnational experiences. |  |
| **↨** |  |
| **CSH Program Learning Outcomes** | **Please Check All That Apply** |
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| **Learning Outcome #1: To communicate clearly, effectively, and precisely** with multiple, diverse audiences. |  |
| **Learning Outcome #2: To demonstrate intellectual development and critical thinking** via the abilities to recall, explain, apply, analyze, evaluate, and synthesize bodies of knowledge. (See Anderson & Krathwohl’s revision of Bloom’s Taxonomy of Educational Objectives, 2001) |  |
| **Learning Outcome #3: To demonstrate informational literacy skills** through using library, web, and other resources for research. |  |
| **Learning Outcome #4:** **To identify and address issues and problems** using disciplinary knowledge and methods of the humanities, arts, social sciences, and sciences. |  |
| **Learning Outcome #5:**  **To engage intellectually and critically** with ideas, practices, and histories of cultures other than one’s own. |  |
| **Learning Outcome #6:**  **To analyze issues** by integrating insights from different disciplines. |  |
| **Learning Outcome #7: To engage in open-minded and ethical** decision making and action. |  |
| **Learning Outcome #8:**  **To respect diverse** cultural values, perspectives, and opinions. |  |
| **Learning Outcome #9: To participate constructively in the Honors living learning community** and demonstrate the skills of collaboration, cooperation, and negotiation that merge the social and academic aspects of the learning environment. |  |
| **Learning Outcome #10: To use ethical and intellectual knowledge to promote social justice** in communitiesranging from local to global. |  |

**Capital Scholars Honors Course Approval Criteria**

*Instructors are encouraged to include the following categories/information on proposed CAP syllabi though some variation is expected. Learning outcomes for each CSHP course type are available at:* <http://www.uis.edu/caphonors/wp-content/uploads/sites/17/2013/11/CAP-Course-Learning-Outcomes.pdf>*.*

*CAP 250 and CAP 350 series courses must also meet criteria established by the General Education Committee.*

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| **Criteria** | **Y** | **?** | **N** |
| **General information\*:** Title, meeting times, location; instructors’ names, office location, office hours, contact information  *\*course is team taught (if relevant)?* |  |  |  |
| **Description of course\*:** May include both the general CAP course description and a description that is specific to particular section. Format of course (i.e., lecture, discussion, seminar)  *\*addresses interdisciplinary topic/theme (when relevant)?* |  |  |  |
| **Program goals and learning outcomes\*:**  *\*proposal briefly addresses program goals and learning outcomes?* |  |  |  |
| **Course objectives/learning outcomes\*:** Syllabi must include the learning outcomes developed by program faculty for each particular course (See CAP Course Outcomes document). May include supplemental course-specific learning outcomes based on the specific content of the course section.  *\*objectives/outcomes reflect those specified for particular CAP course?*  *\*includes explanation of how course will address learning outcomes?* |  |  |  |
| **Required texts/materials\*:** List required readings and how to access them (buy, library reserves, Blackboard, etc.).  *\*type/amount of readings appropriate to this* level *of* honors *course?*  *\*readings reflect interdisciplinarity (when relevant)?* |  |  |  |
| **Course requirements\*:** Number and type of papers, quizzes, exams, presentations, etc.; participation must be a graded course requirement; course requirements should be broadly distributed throughout semester.  *\*types/amounts appropriate for honors?*  *\*integrative writing assignments?*  *\*addresses diverse learning styles?* |  |  |  |
| **Assessment:** Please provide grading policies and specific grading criteria; weights/points, etc.; number-to-letter grade conversion scale; specifics for grading attendance and participation. |  |  |  |
| **Academic Integrity:** Includes UIS AI Policy *and* CSHP Honor Code? |  |  |  |
| **Disabilities accommodation statement:** Description of right to accommodations and means to acquire; reference to ODS. |  |  |  |
| **Course schedule:** Schedule of topics, readings, assignment due dates (the more detailed, the better) |  |  |  |

**FOR CURRICULUM COMMITTEE USE**

**Date: \_\_\_\_\_\_\_\_ Course:** CAP\_**\_\_\_\_ Instructor(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Circle one):**  approved conditionally approved not approved

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**Course Prefix and Number: Course Title  
  
Credit hours  
Term & year**

**Delivery Mode (Course section & meeting location as appropriate)**

|  |  |
| --- | --- |
| **Instructor:** |  |
| **Office:** |  |
| **Office Hours:** |  |
| **Phone:** |  |
| **Email:** |  |

**Course Description (Required on all syllabi)**

**Course Objectives/Learning Outcomes (Required on all syllabi)**

**Expectations or Teaching Philosophy (Recommended on all syllabi)**

**Required Text(s) (If applicable)**

**Course Requirements (Required on all syllabi)**

**Methods of Evaluation (Required on all syllabi; may include descriptions of major assignments)**

**Grading (Required on all syllabi)**

**Capital Scholars Honor Code**

The Capital Scholars Honor Code reads, "As faculty and students in the University of Illinois at Springfield Capital Scholars Honors Program we pledge to be honest, trustworthy, and responsible for all that we say, write, and do. We pledge to uphold the academic integrity of the Program." CAP students are bound by the Honor Code in this and every course, and are expected to uphold the highest standards of academic integrity. The most common kinds of academic dishonesty are cheating and plagiarism. , While CAP students may work together on planning assignments and on studying for tests, each student is responsible for preparing his or her own work. Asking another student for help in figuring out a difficult assignment is permitted under the Honor Code; using another student's work and calling it your own is not. Students should err on the side of caution – be careful in allowing other students to use your work and make sure your work is your own.

Please note that the penalties for violating the Honor Code will be severe, and CAP students who do so will be subject to action by the CAP Academic Honor Council and by the UIS Student Disciplinary Code. Penalties can include, but are not limited to, failure of an assignment, failure of a course, suspension or expulsion from the Honors Program, or suspension or expulsion from the University.

**Plagiarism**

Any time you use words or ideas that are not your own, you must give credit to the author, whether or not you are quoting directly from that author. Failure to do so constitutes plagiarism, a serious academic violation. Penalties for plagiarism may vary depending upon the extent of the problem, but are always serious. In the Honors program this is a violation of the Honor Code AND of the Campus “Academic Integrity Policy” approved in the spring of 2008. For more information on this policy please see <http://www.uis.edu/academicintegrity/about/>. Be sure to consult with your instructor or the Center for Teaching and Learning in Brookens 460 if you have questions about what constitutes plagiarism and how to avoid it. Please note that borrowing from fellow CAP students without proper attribution constitutes plagiarism.

**UIS Academic Integrity Policy (Recommended on all syllabi)**CSHP faculty support the UIS policy on Academic Integrity, which states, in part: “Academic integrity is at the heart of the university’s commitment to academic excellence. The UIS community strives to communicate and support clear standards of integrity, so that undergraduate and graduate students can internalize those standards and carry them forward in their personal and professional lives. Living a life with integrity prepares students to assume leadership roles in their communities as well as in their chosen profession. Alumni can be proud of their education and the larger society will benefit from the University’s contribution to the development of ethical leaders. Violations of academic integrity demean the violator, degrade the learning process, deflate the meaning of grades, discredit the accomplishments of past and present students, and tarnish the reputation of the university for all its members.”

Academic sanctions in the case of integrity violations range from a warning to expulsion from the university, depending on the severity of the violation and any prior history of violations. Whatever the sanction, faculty in this course will file a report of academic dishonesty to the Office of the Provost.

You are responsible for understanding and complying with the UIS Academic Integrity Policy available at http://www.uis.edu/academicintegrity/policy/.

**Early Alert Participation (If applicable)**

This course participates in the Starfish Early Alert System, an early intervention system designed to enable academic success, student persistence, and graduation. When an instructor observes student behaviors that may impede academic success, the instructor may raise an alert flag that 1) notifies the student of the concern, 2) requests an individual contact to discuss the issue, and 3) in most cases, also refers the student to the academic advisor. If you receive an email notification of an early alert, it is your responsibility to contact the instructor as soon as possible to discuss the issue. The purpose of the contact is to determine the severity of the issue, accurately assess its potential impact on your academic success, and to plan actions to prevent negative consequences and enable academic success. For more information about the Early Alert system, contact your academic advisor.

**Academic Accommodations (Required on all syllabi)**

Reasonable accommodations are available for students who have a documented disability. Please notify the instructor during the first week of class of any accommodations needed for the course. Late notification may cause the requested accommodations to be unavailable. All accommodations must be approved through the UIS Office of Disability Services (ODS) in the Human Resources Building, Room 80. Phone: 217-206-6666.

**Course Calendar or Schedule**

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| --- | --- | --- |
| **Week** | **Topic** | **Assignment** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
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| **14** |  |  |
| **15** |  |  |
| **16 Finals Week (Please list date and time of final exam if applicable)** | | |

**Assignment/Discussion Web Links**

|  |  |
| --- | --- |
| **Week or Topic** | **Link** |
|  |  |

Date Syllabus Prepared: