

## **Honors Collegium Proposal Guide**

In your course proposal, please provide all of the following information:

1. Proposed course title
2. A description of the course
3. A short listing and explanation of what will be covered each week
4. A description of expected student learning outcomes
5. A list of proposed texts
6. Specific explanations of how students will earn a grade (number of papers, exams, etc.); please indicate precisely the number, length, and kind of assignments, and the percentage weight given to each
7. Indication of disciplines/majors to which the course might be considered particularly relevant
8. Proposed number of units (Collegium courses are typically 5 units)
9. Proposed enrollment (Will the class be a seminar of 20 students or carry a larger enrollment of 30 or 40? The average Collegium class size is 23 students.)
10. Preferred Quarter that the course be offered (Fall, Winter, Spring)
11. Proposed class meeting schedule (Lecture/discussion? Times and days of meeting? Weekly seminar? Seminar meeting twice a week? Additional discussion sections or labs? The class may be structured as the professor wishes.)
12. Indication of whether or not the course will require TA support (Such support is available only to large classes)
13. Suggestion of whether the course should be upper or lower division
14. A one-page Curriculum Vitae

For more assistance, please connect with Kara Brown, Honors Curricular Coordinator, at [honorscollegium@college.ucla.edu](mailto:honorscollegium@college.ucla.edu).

