HONORS ENRICHMENT COMPONENT COURSES

Guidelines for Instructors

Honors Enrichment Component (HEC) courses offer highly motivated students in regular classes who have a 3.20 or higher grade point average the opportunity to engage in approximately 15 hours of Honors coursework over and above the normal curriculum. **Students will receive an Honors notation on their transcript for the course if they earn a grade of B+ or higher for both the course and their HEC work.**

HEC courses are initiated by the Honors Program director and department chairpersons who agree upon offering a limited number of courses as HEC sections each term. HEC courses are not confirmed until classes begin and students who meet eligibility requirements commit to doing the extra work required – i.e., additional reports and/or in-class presentations, more and deeper reading of regular or specially-selected books, off-campus trips, etc. HEC instructors who submit appropriate paperwork for three or more students who successfully complete the HEC will receive additional compensation.

**STUDENT ELIGIBILITY**

- Students must have a 3.20 or higher cumulative GPA based on 12 or more credits; students with a GPA below 3.20 may participate in the HEC but only with approval of the instructor, however, they cannot have a GPA below 3.00; to earn an Honors notation, student must earn a cumulative GPA of 3.20 or higher at the end of the semester.

- Each student must complete an *Honors Enrichment Component Enrollment Form* (see p.5) that should be given to the instructor who will file the forms at the Honors House in M377.
STEPS REQUIRED BY FACULTY WHO WISH TO CONDUCT AN HEC

1. Prior To The Start Of The Term
   - Instructors must notify their department chair, Honors Academic Liaison and department secretary that they want to offer an HEC in one or more of their classes. Once approved, they must submit a copy of their regular course syllabus along with an addendum that explains what additional work students will be required to do and how it will enhance/deepen their understanding and appreciation of the course material. Refer to HEA Course Development Guidelines (p.3) for further information. The Honors Academic Liaison or Chairperson from the department must sign off on the initial addendum to signify approval.

2. When The Class Begins
   - The instructor will canvas students at whatever point during the term seems reasonable given the course requirements to see if any student who has a 3.20 or higher grade point average is interested in doing the extra HEC work. If desired, the instructor may give eligible students a copy of a letter from the Honors Program (p.4) that explains the requirements of an HEC commitment.
   - Students will be emailed the Online HEC Registration form to their KCC student email account.
   - Upon receipt of the students’ registration, the Honors staff will check student GPAs to confirm that they have a 3.20 or higher GPA. Students who fall between 3.00-3.19 may participate but honors credit will only be awarded if the student posts a 3.20 cumulative GPA at the end of the term.

3. At The End Of The Term
   - The instructor will receive an email form the Honors Program staff requesting the HEC grades and the final course grade for students who had elected to complete the HEC.
   - HEC instructors are also requested to complete an HEC Faculty Evaluation (pp.6-7).

The purpose of Honors Enrichment Components is to give groups of students enrolled in courses that are not restricted to Honors students an educational experience equivalent to that in the exclusive Honors courses. Herold Kane has characterized the Honors experience in this way: “Compared with a non-honors course on the same content, an honors course must be distinguished by an appropriate combination of its relative rigor, depth, intensity, cross-disciplinary or interdisciplinary character, and/or its innovative teaching/learning modalities.” An important goal is to reduce what Greg Phillips has referred to as “transfer shock” when community college students transfer to selective four-year colleges, by providing a firm foundation for rigorous scholarship in particular academic disciplines.

The essential guidelines for Honors Enrichment Components are similar to those for Honors courses. Honors Enrichment Components should:
• Be designed to familiarize students with the current methodologies and vocabulary of scholars in that field or discipline.
• Require approximately 15 hours or more of extra work -- reading or writing assignments, exercises, and/or problems -- to prepare students for the demands of upper-level courses for majors in that field at the colleges and universities to which they intend to transfer; faculty should therefore familiarize themselves with those demands by looking at syllabi (or better yet, exams and/or assignments) for such courses at a range of colleges and universities.
• Give students, especially in upper-level courses, some encounters with current scholarly publications in the particular field or discipline.

Suggestions for Honors Enrichment Component elements include but are not limited to:

• More challenging readings than the course usually requires, perhaps including current articles or other publications in the discipline into which the course falls, and/or additional readings to widen and deepen the scope of the course.
• Assignments that require use of primary sources and critical thinking.
• Projects entailing original research using the current methodology of the discipline into which the course falls.
• Research paper appropriate for publication in the Kingsborough Honors Journal Distinctions.
• Oral Presentations, solo or group, such as presentation of research findings, appropriate for presentation at the Northeast Regional Collegiate Honors Council Annual Conference, the National Collegiate Honors Council Annual Conference, the KCC Student Honors Symposium or comparable academic conferences.
Dear Student,

This course is being offered with an Honors Enrichment Component (HEC). An HEC offers highly motivated students in regular classes who have a 3.20* or higher grade point average the opportunity to engage in 15+ hours of Honors coursework over and above the normal curriculum. Your instructor will explain the extra work that is required. Students who successfully complete the regular course work and the HEC work with a grade of B+ or higher on both will receive an Honors notation on their transcript for the course.

*NOTE: Students who have a 3.00-3.19 GPA may enroll in the HEC, however, honors credit will only be awarded to those who earn a cumulative GPA of 3.20 at the end of the semester.

Participation in the HEC is voluntary and you may opt out at any time without any penalty. Students who enroll and meet the eligibility requirements will automatically be added to the Honors email list and will regularly receive information about the program.

If you have any questions, please contact the Honors Program staff by visiting the Honors House in M377, calling 718-368-5365

Best wishes for a successful semester.

Honors Program Staff
HEC REGISTRATION DIRECTIONS FOR FACULTY

**Directions:** This form and all the necessary attachments must be filed by the instructor in the Honors House in M377 no later than the tenth week of the term to officially “register” the course as an HEC and enroll the students who wish to participate.

**PLEASE PRINT**

PART 1: FACULTY CONTACT INFORMATION

Course and Section: ________________________ Term: ________________________

First Name: _______________________________ Last Name: ___________________

Preferred Email Address: ____________________________

Office Phone: ____________________________ Home/Cell Phone: ______________

PART 2: REQUIRED REGISTRATION INFORMATION

Place a checkmark for each item that is attached:

______ One copy of your regular course syllabus with an attached page or a section which describes the HEC. NOTE: The signature of your department’s Honors Academic Liaison or Chairperson is required on the HEC addendum the first time the course is offered as an HEC.

______ A signed student enrollment form for each student who commits to participating in the HEC. NOTE: Students should have a 3.20 or higher GPA, but interested students with a GPA between 3.00 – 3.19 can also participate. NOTE: The Honors House staff will check GPAs upon receipt of names and notify faculty if any students are not eligible

PART 3: FILING REGISTRATION INFORMATION

Send all information by interoffice mail to Honors Program (HP) mail code, or drop it off at the Honors House in M377.
HONORS ENRICHMENT COMPONENT
FACULTY EVALUATION FORM

Directions: Thank you for completing this short course evaluation form and submitting it with your HEC/ Final Course Grade Report. Your input will be used to help improve the HEC experience for both students and faculty.

Faculty Name (print): ____________________________________________________

Course: ________________ Section: ________________ Term: ________________

1. Do you think that the work assigned to students was at a level and of a duration worthy of earning Honors credit? Why or why not? Did the work that the students did in relation to the Honors Enrichment Component enrich the class in any way for all students?

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2. How difficult or easy was it to create an Honors Enrichment Component for your course and administer it? Would you do anything differently the next time? What and why?

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3. Were students interested in earning Honors credit through this option? Did all eligible students take advantage of the opportunity to earn Honors credit; why or why not?

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4. Did the Honors Enrichment Component create any problems between students who were involved and those that were not? Please explain and list any actions you could take in the future to prevent this from happening again.

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5. How heavy was the workload that you had to do in order to conduct the Component? Would you teach an Honors Enrichment Component again? Why or why not? Which courses that you teach lend themselves to having an Honors Enrichment Component?

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6. Any other comments? Please add below.

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