

*Indiana State University*  
2022 SUMMER HONORS PROGRAM

**Seminar Proposals**

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The Honors College and the Office of Admissions are accepting proposals for rigorous and exciting seminar offerings for the 2022 Summer Honors program. If chosen, you will participate in an opportunity that will enable you to interact with some of Indiana State's finest future students. In an effort to engage prospective students and build upon first-year enrollments, we are accepting faculty proposals for seminars that highlight **experiential learning** in a variety of disciplines.

Summer Honors classes must fully engage students, provide them true "hands-on" experiences, and develop their abilities to communicate, think critically, and collaborate. Preference will be given to proposals that demonstrate how students will work together to create something, solve problems, and integrate varying skills and abilities within a discipline. The demonstrated teaching ability of the faculty instructor and/or success of a seminar offered previously may be considered during the proposal review process. We are especially excited to elicit seminar proposals that represent **currently offered undergraduate degree and professional experiences** to which students can later aspire as university students. We are able to support one seminar per department/discipline. If multiple seminars are proposed through your department, please demonstrate distinctiveness of your seminar, efforts to collaborate, and chair approval. Interdisciplinary seminars are encouraged.

When:

Summer Honors 2022 is a 7-day program: **July 10-16, 2022.**

- Faculty will meet the students on Sunday, July 10 from 5:00pm – 7:00pm for an introductory session and welcome banquet.
- Faculty will then teach each day Monday – Friday from 8:30am – 3:30pm with a break for lunch from 12:00pm – 1:00pm.
- You will then be required to hold a culminating activity for students and parents on the morning of Saturday, July 16 from 8:30am – 10:00am (presentations, tour, performance, etc.) and attend the closing ceremonies from 10:15am – 11:00am.

Adherence to the daily start and end times will be **required** for all seminars for Summer Honors 2022. The daily schedule factors into the calculation of faculty stipends, seminar rates, and hourly pay for the Summer Honors counselors. Exceptions to the daily schedule will only be allowed for field trips approved during the course proposal process. Please make any necessary arrangements in advance to ensure that you are available from 5:00pm – 7:00pm on Sunday, 8:30am – 3:30pm Monday – Friday, and 8:30am – 11:00am on Saturday. *Please note: This schedule is subject to change based on the COVID-19 pandemic.*

Compensation:

As a 1-credit hour course, each seminar will receive a stipend of \$1,000 regardless of the number of instructors. For team-taught seminars, *proposals must establish the role of all paid instructors*. Additional funds may be allocated according to seminar needs and activities. All faculty on the Summer Honors payroll must equitably share responsibilities and maintain presence within the classroom throughout the week.

We reserve the right to cancel seminars with fewer than 8 students enrolled. Alternatively, we may offer you the opportunity to run a low-enrolled seminar with a prorated stipend of \$500. *Please note: We reserve the right to cancel the Summer Honors program or move to a virtual format based on the COVID-19 pandemic.*

Preliminary Schedule:

- **Sunday, February 13:** Seminar proposals and budgets with chair approval due to Katie Lugar and Regina Atkins.
- **Week of February 21:** Seminar proposal decisions announced.
- **Week of March 21:** Faculty team meeting.
- **Monday, April 11:** Finalized seminar schedules and budgets due to Katie Lugar and Regina Atkins.
- **Sunday, July 10:** Summer Honors Program begins.
- **Saturday, July 16:** Summer Honors Program ends.

Seminar Proposals:

As you prepare your seminar, please take into consideration the age of the likely participants: 15-17. The selection committee will be most enthusiastic about proposals that adjust the appeal and rigor of the class to this particular age group, and those that attempt to anticipate and alleviate any limitations that may arise specific to the age of the students.

*Seminar proposals should contain the following information in a separate document (these sections are for the review by the Honors Advisory Committee, not student participants):*

**1. Seminar Title**

**2. Faculty Name(s)**

**3. Faculty University ID Number(s)**

**4. Faculty Cell Phone Number (For Emergency Use Only)**

**5. Department & College**

**6. Department Chair**

**7. Is this is a new or existing seminar?**

**8. Description of the Seminar:** Your description should include:

- a) Seminar objectives.
- b) The scope and diversity of class activities and class content to be presented.
- c) Use any campus facilities (library, laboratory space, etc.)?
- d) Desired classroom spaces (including buildings and room numbers).
- e) Whether you would like to request a field trip for your seminar.

**9. Experiential Learning Component:** How will this seminar engage students beyond lecture-style pedagogy? Specifically, which hands-on activities and experiences will be part of your seminar, and how will they help students connect to class material, and to Indiana State as their university selection? *Please also consider COVID-19 regulations at ISU and any community locations.*

**10. Detailed Seminar Outline:** Please provide a schedule for each day, including any activities. Note that the first day of the program, **Sunday, July 10**, will be consumed entirely with orientation activities. The final day, **Saturday, June 16**, will be reserved for a culminating project or class presentation for parents, and will conclude with a closing ceremony for all participants. If your seminar is selected, a detailed schedule with specific dates, times, locations, and any updates must be sent to Katie Lugar and Regina Atkins by Monday, April 11.

**11. Costs:** Please provide an itemized budget detailing any costs related to the delivery of your seminar that will require additional funding. You may request funding for supplies that students will use up during the seminar. Please budget based on historical enrollment in your seminar if you have taught previously or your anticipated enrollment if this is a new seminar.

Please note that approval of funding is at the discretion of the Honors College and the Office of Admissions and may be declined according to budget limitations. This is a preliminary budget. Changes may be made until Monday, April 11 when final budgets are due. Any funds requested after Monday, April 11 will not be considered. **Your department chair must approve your Summer Honors proposal and budget via an email to [Katie.Lugar@indstate.edu](mailto:Katie.Lugar@indstate.edu).**

All student meals in the dining hall are paid for in advance, so when we order boxed meals we are paying twice for those students' meals. If you are planning a field trip, please try to arrange for your students to be back on campus in time to eat. Lunch is served from 12:00pm-1:00pm. If you plan to travel in the morning or evening, please note that the dining hall typically opens at 7:00am for breakfast and 5:00pm for dinner.

*Field Trip Transportation:* All Summer Honors field trips must be local. Faculty who are planning field trips will be asked to drive a mini-van to transport students. Please identify additional faculty, staff, or graduate assistants in your department to help with driving, based on the anticipated size of your seminar. This will give students the opportunity to network with additional professionals in your field and will allow us to continue using mini-vans for field trip transportation. Drivers must be at least 25 years old and complete the defensive driving online training through ISU's Office of Risk Management.

- [Office of Risk Management: Driving University Vehicles](#)
- [Office of Risk Management: Instructions for Online Courses](#)

With the exception of meals, all purchasing and travel arrangements should be handled through your department. The Honors College will then reimburse your department for approved costs.

**12. Student Packing List:** Students will be provided with a general packing list. What items or materials will your students need to bring to be successful participants within your seminar? Items may include but are not limited to: professional clothes for field trips, closed-toe shoes, calculator, etc.

**13. Enrollment:** Is there a maximum number of students beyond which you could no longer effectively deliver this seminar? If this number is below 20 students, please explain.

**14. Description for Website:** If chosen, we will need a short description of your seminar for our website. Please provide a student and parent-friendly paragraph describing your class in exciting language to draw in participants (subject to enhancement by University Marketing). If you are teaching an already existing seminar, please review past [descriptions](#) and let us know whether you would like any changes. If revisions are requested by Summer Honors staff, please resubmit edits as soon as possible.

**15. Working with Minors:** Since this is a program tailored towards minors in high school, background checks will be conducted for all faculty and staff involved with the program. All faculty and staff are also required to complete an online training course in advance of the program. *If your seminar is selected*, you must complete the course *Protecting Children: Identifying and Reporting Sexual Misconduct*. Review the document below for instructions on how to access the course. Select the course with the aforementioned title, and email [Katie.Lugar@indstate.edu](mailto:Katie.Lugar@indstate.edu) with your Certificate of Completion.

- [Office of Risk Management: Instructions for Online Courses](#)

***Proposals are due Sunday, February 13. Please email proposals with department chair approval to Katie Lugar ([Katie.Lugar@indstate.edu](mailto:Katie.Lugar@indstate.edu)) and Regina Atkins ([Regina.Atkins@indstate.edu](mailto:Regina.Atkins@indstate.edu)).***

Thank you for your interest in the Summer Honors program!