



Dept _____
Colloq # _____
Schedule # _____
Semester/Yr _____
FOR OFFICE USE ONLY

**THIS FORM MUST BE FILLED OUT BY THE INSTRUCTOR SPONSORING THE COLLOQUIUM.\***

# Honors Colloquium Contract

(For a colloquium added after the 1st day of classes)

**Deadline is the end of Add/Drop period**

Instructor's Name \_\_\_\_\_ Phone # \_\_\_\_\_ E-mail \_\_\_\_\_

Instructor's Campus Address \_\_\_\_\_ SPIRE ID \_\_\_\_\_

Affiliated 3-cr. Course Dept. \_\_\_\_\_ Course # \_\_\_\_\_

GenEd Designation \_\_\_\_\_ Sem & Yr of Affiliated 3-cr. Course \_\_\_\_\_ Colloquium Capacity (2-25) \_\_\_\_\_

**COURSE DESCRIPTION** (A succinct description must accompany this form. Please compose the description as you would for publication in the undergraduate catalogue, noting the additional requirements for students in the colloquium.)

## WHEN IS YOUR GROUP SCHEDULED TO MEET?

**Note: You must meet as a group 1 hour per week in addition to the meeting times of the affiliated 3-credit course.**

Please provide this information regarding the affiliated 3-credit course that this colloquium enriches. Exceptions must be noted below, e.g., "the colloquium will meet 3 hours per week every third week in order to attend and discuss dance performances." Exceptions must be clearly explained and include fifteen total meeting hours.

Please note regular meeting schedule: Time: _____  M    T    W    Th    F    By Arrgt (circle one)	Please note exceptions (Exceptions must still document faculty-student contact time of no less than 15 hours in the semester.):
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**Do you need the Registrar's Office to assign a classroom for this colloquium?** (circle one)    **Yes**    **No**

**IF APPROVED, THIS FORM WILL SERVE AS A COLLOQUIUM PROPOSAL AND THIS COLLOQUIUM WILL BE A STANDING COLLOQUIUM IN YOUR DEPARTMENT WITH A 3-YEAR APPROVAL.**

**SIGNATURES** (All three signatures from your department, in addition to the Commonwealth College signature, are required.)

_____	_____	_____	_____
Instructor Signature	Date	Dept. Honors Coordinator Signature	Date
_____	_____	_____	_____
Dept./Curriculum Committee Chair Signature	Date	Commonwealth College Approval	Date

**\*THE HONORS COLLOQUIUM ROSTER FORM MUST ALSO BE SUBMITTED WITH THIS CONTRACT. PLEASE RETURN BOTH TO 504 GOODELL.**

# Honors Colloquium Contract

## Information Sheet

Honors Colloquium contracts provide a mechanism for faculty members and students to spontaneously and collaboratively generate and schedule honors colloquia. Students and faculty are encouraged to use their imaginations when designing a Colloquium. Colloquia should be challenging, rewarding, stimulating and fun.

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### HONORS COLLOQUIA

Colloquia are meant to be small-group learning experiences. Colloquium size may range from two to twenty student participants, meeting with a faculty sponsor.

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### COMPLETING THIS CONTRACT

Only one contract needs to be submitted to the ComCol office. Each student who signs the colloquium roster will be proceeding according to these guidelines. The information we request at the top of the form (affiliated course, etc.) is required in order to correctly register the course. Answer the questions as thoroughly as possible; this form is the official UMASS course description; grad schools, employers, etc., inquiring about the Colloquium will be sent a copy of this form. If you need more space than this form provides or if you would prefer to compose your responses on a computer, attach four copies of your contract to the form and be sure to include all of the information that we request. Note: If your proposal is rejected, you will be told why and encouraged to revise it.

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**ANSWERING THE QUESTIONS** Please attach additional page(s) if you need more space.

**Course Description -- What content does your group plan to study?** Clearly define your topic and the nature of your study. Do you wish to investigate the "big picture," or a specific aspect of something? What do you hope to discover/accomplish? Why did you select this topic? How does the colloquium enhance material in the 3-cr. course?

**What format will your group use,** e.g., reading/discussion, group project/discussion, laboratory experiment/discussion, performance attendance/discussion?

**What are the criteria for grading?** A written document (formal paper, journal, composition) is the standard method for wrapping up a colloquium. Other possibilities include: oral presentations; original poetry, fiction, or artwork; a performance; a contribution to a community; etc.

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### DEADLINE

We recommend that you submit the proposal before the end of the Add/Drop period in case revisions are necessary. The absolute deadline is the midsemester point of the registration semester. Contracts received after this point may result in January or Summer Continuing Education fees.

**Questions? Call the Honors Scheduling Representative: (413) 545-0136**

**Return this form to the Commonwealth College office, 504 Goodell.**



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# Honors Colloquium Roster Form

(For a colloquium added after the 1st day of classes)

Dept. \_\_\_\_\_ Affiliated 3-cr course \_\_\_\_\_

**THE FOLLOWING STUDENTS ARE TO BE ENROLLED:**

(Each student **MUST** initial the "Initials" column to be added to the colloquium.)

	Name (please print)	SPIRE ID #	Major	ComCol Student Y/N	Class Yr	Student Initials
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						

**TWO STUDENTS IS THE MINIMUM & TWENTY FIVE IS THE MAXIMUM ENROLLMENT FOR AN HONORS COLLOQUIUM.**

\_\_\_\_\_  
 Faculty Sponsor Name/ Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Commonwealth College Approval  
 Colloq Contract and Roster

\_\_\_\_\_  
 Date