

HC 200: Honors by Design

COURSE SYLLABUS: Fall 2026

INSTRUCTOR INFORMATION

Instructor: Kimberly Allison

Office Location: Waters 173

Office Hours: By appointment

University Email Address: Kimberly.Allison@etamu.edu

Preferred Form of Communication: email

Communication Response Time: within one business day.

COURSE INFORMATION

Materials – Textbooks and Supplemental Readings: There are no required textbooks for HC 200. However, this course does require utilizing handouts/readings provided in D2L along with ePortfolio access in D2L.

Course Description:

Honors by Design provides a framework for students to proactively explore connections to self, others, and their academic journey. The course launches students into the Honors College by centering one essential question: how do you design a university experience that works for you? Through investigative inquiry and reflective practice, student develop the mindset of an empowered learning – one who approaches honors not as a checklist to complete but as a journey to intentionally shape who they are and will become.

Student Learning Outcomes:

1. Students will reflect on their identity and goals as Honors College students at East Texas A&M University.
2. Establish an ePortfolio that will follow the student through all Honors College courses and graduation.
3. Develop community and university navigation skills, and resources, foundational to a successful first year

The syllabus/schedule are subject to change

COURSE REQUIREMENTS

Minimal Technical Skills Needed

Software or Technology Required: Access to myLeo Online (D2L Brightspace) and a word processing system (preferably Microsoft Word).

Instructional Methods: This course utilizes in person and online work conducted through D2L/Brightspace. Class consists of presentations, online discussions and writing assignments. Students are expected to engage in the classroom as well as online through discussion posts and group meetings.

GRADING

Final grades in this course will be based on the following scale:

A = 90%-100%

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = 59% or Below

Assignment	Points
Discussion Posts (10 @ 10pts each)	100 points
Connect Create Contribute reflection	25 points
Faculty email composition	25 points
Values-based decision reflection	25 points
Advisor meetings & reflections (2 @ 25pts each)	50 points
Class participation (15 weeks @ 10pts each)	150 points
Focus 2 Assessment & Reflection	25 points
Mini City as Text experience & reflection	25 points
Growth event & reflection	25 points
ePortfolio Setup	50 points
Total Points	500 points

Total points corresponding to the final letter grades

A = 450-500 Points

B = 400-449 points

C = 350-399 points

D = 300-349 points

F = 0-299 points

Assessments

Course Assessments: Course learning objects will be measured through various oral and written assignments. Assignments will help students integrate experiences from their first year experience and apply to real-world scenarios. Students will also work collaboratively and evaluate each other's work. Assessment details and due dates will be posted in D2L through the course calendar and course content tabs.

TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by East Texas A&M University have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@etamu.edu.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, an ETAMU campus open computer lab, etc.

COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Grievance Procedure: Students who have concerns regarding their courses should first address those concerns with the assigned instructor in order to reach a resolution.

Students who are unsatisfied with the outcome of that conversation or have not been able to meet individually with their instructor, whether in-person, by email, by telephone, or by another communication medium, should then schedule an appointment with my supervisor, Dr. Erin Webster Garrett. Where applicable, students should also consult

[University Procedure 13.99.99.R0.05](https://inside.tamuc.edu/aboutus/policiesproceduresstandardsstatements/rulesProcedures/13students/academic/13.99.99.R0.05.pdf) ("Student Appeal of Instructor Evaluation"). <https://inside.tamuc.edu/aboutus/policiesproceduresstandardsstatements/rulesProcedures/13students/academic/13.99.99.R0.05.pdf>

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

University Specific Procedures

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<https://www.etamu.edu/student-code-of-conduct/>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: <https://www.britannica.com/topic/netiquette>

ETAMU Attendance

For more information about the attendance policy please visit the [Attendance](#) webpage. <https://www.etamu.edu/attendance/>

Academic Integrity

Students at East Texas A&M University are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

[Undergraduate Student Academic Dishonesty Form](#)

[Graduate Student Academic Dishonesty Form](#)

Students with Disabilities-- ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Velma K. Waters Library Rm 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: studentdisabilityservices@etamu.edu

Website: [Office of Student Disability Resources and Services](#)

<https://www.etamu.edu/student-disability-services/>

Nondiscrimination Notice

East Texas A&M University will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in East Texas A&M University buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and ETAMU Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url: <http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all ETAMU campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

ETAMU Supports Students' Mental Health

The Counseling Center at ETAMU, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit <https://www.etamu.edu/counseling/>

AI use in course

East Texas A&M University acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course. Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism). Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed. In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

[13.99.99.R0.03 Undergraduate Academic Dishonesty](#)

[13.99.99.R0.10 Graduate Student Academic Dishonesty](#)

AI websites and tools are expressly forbidden for content generation of any written assignments in this course (journals, proposals, presentations). You may use AI tools for ideating and brainstorming.

See D2L Content tab for a schedule of assignments.