

Contract for Honors Credit

Instructions for Honors Contract

Student Name _____ Student Number _____

Instructor Name _____ Semester/Year (e.g. Fall 2010) _____

Credits _____ Course Name (e.g. *Fundamentals of Oral Communication*) _____

Course Number (e.g. *COMM 101*) _____ Course Section (e.g. *C02*) _____

Please read all parts of this contract prior to signing and submitting to the Honors Program Director. The signed contract must be filled out and turned into the Honors Director no later than the end of the third week of courses. The instructor will retain a copy of this contract and complete the post evaluation prior to finals week.

Notes to Instructors: The Honors Program provides the opportunity for students to complete independent contracts for Honors credit. This contract can be made for any course; however faculty are not required to participate. Additionally, the student is responsible for all aspects of the contract; from determining the research to completing the final assessment. The faculty member's role in the contract is to provide guidance and to determine if the student has successfully complete the agreed upon components of the contract. The general guidelines for Honors contracts are as follows:

- In order to satisfy this contract, students must engage in some form of independent investigation. Some possibilities include: original research, additional skill development or participation in activities that complement the course objectives.
- Students must also produce something that demonstrates their integration of this newly acquired knowledge or skill. This could be a research document, portfolio, curriculum plan, etc.
- Students must present their information in some format. This could be a presentation to class, instructor or community.
- Students need to provide a final assessment of their work. They will meet with the instructor at the end of the semester to discuss the project and determine if they have satisfied the contract requirements. The instructor will inform both the student and Honors Program Director if the student did not successfully complete the contract.

There is a great deal of latitude in the projects and students may need guidance on what would be appropriate based on the nature of the course.

Notes to Students: It is the responsibility of the student to present the instructor with ideas for completing this contract. Students are also responsible to completing the assignments on his/her own time and meetings with the instructor should be made at the instructor's convenience.

Checklist for Students. Please complete prior to submitting to the Honors Director.

- I have confirmed there are no honors courses I can take at this time to receive honors credits.
- I have investigated a topic I would like to research in more depth and I have received the permission of the professor on the topic and activities of the project.
- I have established a timeline for completing projects with my professor.
- I have provided a detailed description of the project and timelines and have attached them to this contract.

Checklist for Faculty.

- I have met with student and have agreed to provide guidance to the student.
- I agree the proposed project is of sufficient rigor to be considered Honors work.
- I have confirmed this project will include independent research, a final product, presentation and a final assessment.
- The student has presented me with a timeline to complete project and I have agreed to that timeline. I understand it is the student's responsibility to stick to the timeline.
- Prior to the end of the semester I will inform the student if they have successfully completed and will receive Honors credit for project. I will send a copy of the post evaluation to the Honors Director before the end of the semester.

CONTRACT AGREEMENT

I agree to do the work described above in addition to the regular class work in order to receive Honors credit for the course listed.

Student Signature _____ Date _____

If the student signed above does the additional work described to my satisfaction, he/she will receive Honors credit for the course listed.

Instructor Signature _____ Date _____

Director Signature _____ Date _____

Post Project Evaluation Form

(To be completed by faculty and returned to the Honors Director prior to finals week)

Student's Name _____

Course taken for Honors Credit (Include Course number) _____

This student successfully completed the work necessary to receive Honors credit for this course.

This student did not successfully complete the work necessary to receive Honors credit for this course. Please provide explanation.

Additional comments:

Faculty signature _____

Please return this form to the Honors Director prior to final week.