

## **HONORS CONTRACTS FACULTY INFORMATION**

### **WHAT IS AN HONORS CONTRACT?**

- Honors Contracts enable motivated students to develop, under the guidance of a professor, an enriched curriculum in some of their upper division courses.
- Faculty are never obligated to enter into an Honors contract. Contracts are established through the mutual agreement of the instructor and the student.
- Honors Contracts are done in upper division full-credit courses.
- Contracts must be the equivalent of about 2 hours of work per week (~30 hours per semester) in addition to regular coursework.
- In the humanities and social sciences this roughly translates into a 12-15 pages paper. We are entirely flexible when it comes to genre and format, but the Honors Contract should result in a tangible product which students submit at the end of the semester (an oral presentation will not work). Past examples included research papers, posters, podcasts, creative writing, community service projects, portfolios, lit reviews, artwork, visual presentations, etc.
- Note: Honors Contracts should be done *in addition* to the regular coursework. It is not enough to add a few pages to an existing assignment on the syllabus. Instead, the Contract should be an independent product (though it can treat a related topic or build on an existing assignment). Contracts are not graded.
- Thank you for providing this unique learning opportunity to a student.

### **TIMELINE**

- **First Week of the Semester**
  - Students decide whether they are going to pursue a contract. They will be reaching out to their professors to ask permission for completing a contract.

- Faculty Tasks: Speak with any student who has indicated interest to you. If you choose to grant permission, discuss the contract topic and format with the student (should be student-led discussions, but please contribute additional ideas/suggestions to the student).
- **Second Week of Semester**
  - The official proposal for the contract is due to Honors always on Friday by noon. It is the student's responsibility to submit the proposal and syllabus to the Honors Program.
  - Faculty Tasks: Review the official proposal with the student. Once you and the student have come to an official agreement, sign off on the proposal so Honors has a record of your permission for the student to complete their contract. The format of the sign-off is usually a simple email or online template which your student will share with you.
- **Duration of Semester**
  - Students work independently on their contracts. The proposal form asks how often the student plans to check in with their professor, and students should follow what you have agreed upon.
  - Faculty Tasks: Be available to the student and answer their questions as needed. This will vary depending on the student and faculty partnership. Some students meet with their professors every week, some meet every other week, some check in via email, some students will reach out only if they need assistance.
- **Finals Week of Semester**
  - Contracts are due by the Friday of Finals week, though students are welcome to submit them early.
  - Faculty Tasks: Check in with the student and have them submit the full contract to you by the end of finals week. Once you have received the completed contract, you must review it and submit a completion email to the Registrar, cc'ing the Honors Program and the current Honors Graduate Assistant. This email is your

acknowledgement that the student has completed the contract and confirmation for the Registrar to add Honors credit to the student's transcript. Your student will share the email template with you. Thank you for your service!