Honors Contract Information Sheet

In order to gain approval for a Fall 2015 Honors Contract, you must upload an Honors Contract Proposal Form to the UHP SmartSite by **5:00 PM, Wednesday, October 7, 2015**. The Instructions and a FAQ (Frequently Asked Questions) below are intended to guide you through the process of developing and submitting an Honors Contract Proposal. Read the FAQ and follow the Instructions carefully. If you have additional questions, consult a UHP advisor in 1350 Surge III.

**Honors Contract Instructions**

- **Choose your course.** Honors Contracts must be completed in conjunction with an **Upper Division Course** which you have successfully completed or are currently enrolled in. Pick a course you are truly interested in, since you will be studying some element of that course in more depth through your contract. **Note:** Honors Contracts cannot be completed in conjunction with an independent study or internship course, or any course graded on a Pass/No Pass basis.

- **Think about your GOALS.** Ask yourself…
  1. What do I want to get out of this process?
  2. What do I like best about this topic?
  3. What skills do I need for my desired profession or graduate school?
  4. Which skills can I work on through an Honors Contract?
  5. How much time do I want to spend on this project? (Three hours of work per week is appropriate.)
  6. What do I want to see happen with my work?

- **Meet with your instructor.** Schedule a meeting the first week of the quarter (or earlier if possible). Be prepared to introduce yourself and discuss the UHP program. This may be the first time your instructor has heard about UHP. **Provide your instructor with a copy of Honors Contract Faculty FAQ.** Feel free to refer your instructor to the UHP staff to answer any questions about the program.

- **Discuss your ideas with the instructor.** During this preliminary meeting, talk about your ideas for the Honors Contract Proposal. **Make sure you and your instructor have a clear understanding of your goals for the project.** Your instructor may have ideas or projects in progress that you can assist with. If you choose to accept one of your instructor’s proposals, verify that the proposal meets your goals for the contract.

- **Fill out your Honors Contract Proposal Form.** Answer all questions clearly, keeping in mind that you are writing for an audience who may not have prior knowledge of the subject. All elements of the Contract Proposal are equally important. You should complete one unit’s worth of work (approximately three hours per week) for your Honors Contract. Make sure that your proposal is typed. **Incomplete forms will delay or prevent the approval of your contract proposal.**

- **Review the proposal with your instructor.** Discuss the proposal with your instructor and make any necessary changes. Determine completion dates for key components of the project. You will need to include a final due date for the project on your proposal form. Remember that your instructor is responsible for evaluating your final product at the end of the quarter and assigning a letter grade. **Make sure you have your instructor’s signature on the proposal form.**

- **Turn in your Honors Contract Proposal Form.** Once you have completely filled out your proposal form and obtained your instructor’s signature, scan and upload the form to the UHP SmartSite and provide a copy to your instructor. **Honors Contract Proposal Forms must be uploaded to the UHP SmartSite by 5:00 PM, Wednesday, October 7, 2015.**

- **Register for your Honors Contract.** The Honors Contract course is HNR 190X. If your contract is approved, you will receive a CRN for HNR 190X via e-mail. It is your responsibility to register for your Honors Contract. Check your e-mail regularly to ensure that you can register by the Last Day to Add (Friday, October 9, 2015).
Honors Contract FAQ (Frequently Asked Questions)

What is an Honors Contract? The Honors Contract is an independent project completed in conjunction with an Upper Division Course which the student has successfully completed or is currently enrolled in. The goal of the Honors Contract is to enrich your experience in the University Honors Program (UHP) by facilitating greater student-faculty interaction and allowing you to initiate and pursue study beyond what is required of other students in the course. Honors Contracts may vary in form, however all contracts require the student to meet regularly with the instructor of the course and culminate in a final product. This final product is evaluated by the instructor. The honors contract project is in addition to, not an extension of, an assignment already given in the course.

Who is eligible to complete an Honors Contract? Completing an Honors Contract serves as one means of satisfactorily fulfilling a UHP curriculum requirement. Honors Contracts are available only to students participating in the University Honors Program.

How do I gain approval for an Honors Contract? The student must submit an Honors Contract Proposal Form to the UHP office for approval. Students are responsible for checking on the status of their contract proposal, which will be reviewed and must meet UHP criteria in order to be approved. Students should not assume that an Honors Contract Proposal will automatically receive approval; additional information may be required before approval can be granted. Proposals must be submitted to the UHP SmartSite by 5:00 p.m., Wednesday, October 7, 2015.

How do I approach my instructor about an Honors Contract? It is important to introduce yourself and provide your instructor with information about UHP and the Honors Contract. Remember to bring a copy of the Honors Contract Faculty FAQ when you meet with your instructor. Being prepared for the meeting will benefit you. Think thoroughly about your goals for the project and come up with some project ideas before you approach your instructor. Try to provide your instructor with clear, concise information and refer her or him to UHP staff if needed.

How much work is appropriate for an Honors Contract? Honors Contracts are one unit, which is equivalent to three hours of work per week. This includes meeting with your instructor several times, doing research on your topic, and creating your final product. Make sure you are taking on a realistic amount of work for one unit.

How are Honors Contracts graded? Honors Contract assignments supplement, not replace, work required in the original course. The student and instructor should discuss grading criteria while drafting the Honors Contract Proposal, however it is the instructor's prerogative to decide what letter grade will be assigned.

What are my responsibilities as the Student? The student should meet with the instructor to formulate the specific details of the Honors Contract Proposal before submitting it for approval. Refer to the Honors Contract Instructions for information about submitting the proposal form. The student should meet regularly with the instructor and must complete the project by submitting a final product by the date agreed upon with the instructor. In addition, the student must complete the one-page UHP Contract Summary at the end of the quarter. UHP must receive an electronic copy, of the Contract Summary, uploaded to the UHP SmartSite, by the last day of instruction (Friday, December 4, 2015). The Contract Summary form is available on the UHP web site.

What are the responsibilities of the instructor? The instructor is responsible for helping the student develop and carry out the Honors Contract. Signing the completed "Honors Contract Proposal" indicates the instructor's approval of its contents. The instructor should meet with the student on a regular basis during the quarter to further explore the subject matter, to check on the student's progress, and to offer advice and suggestions. The instructor must submit a letter grade for the honors contract at the end of the quarter.

If you have additional questions, please see a UHP advisor in 1350 Surge III.