



**UC DAVIS**

**University Honors Program**

Office of Undergraduate Education

## Honors Contract Student Information Sheet

Honors Contract preapproval is attained by *emailing* your complete (typed and signed) *proposal* form to [UHPproposals@ucdavis.edu](mailto:UHPproposals@ucdavis.edu) by the last day of instruction preceding your project term. Approved contracts are issued a Course Registration Number (CRN).

The following information is intended to guide you through the Honors Contract Proposal process. If you have any questions, please contact your UHP Advisor.

### Honors Contract Instructions

**Course Selection.** The Honors Contract is a one-credit designated independent project course (HNR 190X) pursued under faculty mentorship. Honors Contracts cannot be completed in conjunction with an independent study, internship, or course graded on a pass/no-pass basis. Select a course in which you are invested as you will study some element of that class in depth during your contract.

UHP Year 2 students may complete an Honors Contract with a faculty mentor who previously taught the student in a UC Davis course. UHP Year 3 students may complete an Honors Contract with a faculty member who taught the student in an upper division UC Davis course. The faculty member should have a faculty title of: Professor, Associate Professor, Assistant Professor, or Lecturer PSOE or Emeritus Professor; adjunct faculty are not accepted.

An Honors Contract is not an extension of an assignment, but is new work that is a deeper exploration of a specific topic of the course content from the previously taken/concurrently taking course.

**Goal Setting. Ask Yourself...** What do I like best about this topic? What knowledge, skills, and abilities do I want to develop for my desired professional and/or academic path? How can my project potentially benefit others? What do I want to see happen with my work? How much time do I have to spend on this project (three hours per week is required)?

**Honors Contract Rigor.** Honors Contracts are limited to one-credit hour, which is equivalent to three hours per week. These hours may include faculty-student meetings, topic research, service learning, and final project completion. Ensure that the project proposed is realistic and reflective of a one-credit hour course.

**Faculty Meeting.** Meet with your potential faculty mentor in advance of your contract term. Introduce yourself and be prepared to discuss the UHP (as they may be unfamiliar with it) and your academic

interests. During the preliminary meeting, ensure that the instructor has a clear understanding of your Honors Contract Proposal goals. If the instructor has an idea or project that you can assist them with and you choose to accept the professor's proposals, verify that the proposal meets your contract goals. Provide the professor with a copy of the Honors Contract Faculty Information Sheet.

**Honors Contract Proposal Form.** When a faculty mentor agrees to assist you in the development and fulfillment of your project, complete the Honors Contract Proposal form. Address and type each proposal section and use language the reviewers will understand as they may not have prior knowledge of the subject. Review and discuss the proposal with your faculty mentor and make any necessary changes. Schedule your mandatory meeting days and times. Determine your completion dates for key components of the project and final project due date. Make sure you have the instructor's signature on the proposal form. To be approved, email your contract to [UHPproposals@ucdavis.edu](mailto:UHPproposals@ucdavis.edu) by the tenth day of instruction of your project term.

**Final Project Due Date.** Final project deliverables are determined and agreed upon by the faculty mentor and students during the proposal process and noted on the contract. UHP recommends the last day of instruction.

**Honors Contract Grade.** The faculty mentor and student—as part of the contract consultation—discuss the final product's grading criteria. Faculty have the prerogative to assign the final letter grade. Performance measures do not need to follow a standard course grade. The final grade may consider, but not limited to: research process, concept knowledge and application, benchmarks met, and final product. The final letter grade is issued by the faculty mentor, through the regular UC Davis grading process.

**Student Responsibilities.** In addition to submitting the final assignment to the professor, students are responsible for completing the UHP Honors Contract survey for the course to be recorded to meet UHP curriculum. The survey will be emailed to the student during the last three weeks of the term and must be completed before the last day of the quarter.

Beyond the content found within the Honors Contract Student Information Sheet, all students are responsible for upholding the [University of California, Davis Code of Academic Conduct](#).

**Honors Contract Approval.** Once a complete Honors Proposal Contract is received it will be reviewed. Only completed forms will be evaluated. Approved contracts are issued a Course Registration Number (CRN) for enrollment prior to the start of the new quarter; the CRN will be emailed to the student and the instructor, it is for the one-unit, letter-graded, HNR 190X course. Students have until the twelfth day of the term to enroll in the course. If you have additional questions, please see a UHP advisor in 1350 The Grove.