

HONORS PROGRAM CONTRACT GUIDELINES

To the supervising professor

Thank you for working with one of our Honors students. At the beginning of the term, please explain all project requirements to your student. Specify the type of activities in which your student will participate, the frequency of such activities, and the scope of the final project. Students should be aware of the length and quality of the work to be accomplished, the number of required citations from peer-reviewed sources, the necessary disciplinary style, and the amount and frequency of lab work, field work, or other assignments or components. Please establish a regular meeting schedule with the student, and be prepared to notify the Director of Honors if the student misses or is late to a meeting. Before the third week of term, your student will be asked to submit his or her Honors Contract to the Honors Program, so be sure that you have signed the proposal form, and that your student has all the information he or she needs.

To the student

Take the time to discuss in detail the Honors Contract. Your responsibility as an Honors student is to fully understand the terms of the contract and meet them in a timely fashion. You are responsible for keeping your advisor informed about your progress, observing deadlines, being on time for office meetings, and using this opportunity to exercise creative, independent, critical and analytical thinking.

Selecting a course and a supervising professor

Honors Contracts are reserved for those students who **cannot** register in a regular Honors Section due to program or graduation requirements. Like Honors Sections, Honors Contracts offer flexibility in teaching and learning strategies, more opportunity for faculty/student interaction, and a deeper understanding of and engagement with the subject matter.

In order to participate in the program, you must adhere to the following:

1. A student can only apply for one Honors Contract per semester.
2. A professor may not supervise more than two Honors Contracts per semester.
3. A completed Proposal must be submitted before the end of the third week of term.

The process

1. Complete the attached proposal form prior to the end of the third week of term.
2. The proposal should clearly document all required goals and objectives, assignments, expectations of performance, timetables and deadlines.
3. The proposal must include a schedule of meetings as well as timetables and project deadlines.
4. The proposal must require that the student demonstrate discipline-specific research methods, and documentation of scholarly sources.
5. At the end of the semester, students will present their findings to the college community and document their experience in a reflective statement. An ePortfolio may be recommended.
6. The supervising professor will evaluate the project and recommend either its acceptance or rejection.
7. The honors designation on the student's transcript will be awarded on completion of the project. An H next to the grade will reflect the honors course work.