**Overview of Procedures, Course Requirements, and Criteria for Honors Options**

a. Students must be enrolled in the course and section listed above and be a member in good standing of the Honors Program.

b. Project design documents (see Parts I and II on pp. 3 and 4 respectively) and the signed Cover Sheet must be submitted to the Honors Program (HP) Director no later than the end of Week 3 of the semester.

c. The student and instructor will meet at least 3 times during the semester to discuss the progress and details of the honors enrichment.

d. Students must submit a reflective essay (see Part III, p. 3) to the HP Director by the last day of classes.

e. Students must present their honors work at the Honors Forum (see Part IV, p. 3) at the end of the semester.

f. The student and instructor must have read and will follow the guidelines and deadlines as established in the subsequent pages of this document.

g. Approved Honors Option Contracts cannot be dropped without formally petitioning the Honors Council (see Contract Cancellation, p. 2).

**Signature on this Cover Sheet signifies that you have read and will abide by the requirements outlined in Parts I and II of this Honors Option Contract and will complete the Honors enrichment in accordance with Honors standards. Project revisions can be made with the agreement of the student, instructor, and HP Director.**
This contract is divided into three sections. Parts I and III are to be completed by the Honors student and Part II is to be completed by the faculty member. All sections must be typed in sentence form and organized according to the section headings. The honors option work should add depth to the course in which it is undertaken and enable the student to be challenged and achieve her or his intellectual potential. Parts IV and V are not part of the initial contract but refer to the Honors Forum that will take place at the end of the semester.

**Student Responsibilities**
1. Submit Cover Sheet completed by student and signed by student and faculty member as soon as you and a faculty member have agreed to work together on an honors option
2. Project Design (Part I) written by student after collaboration with faculty member
3. Project Completion (Parts III and IV)

**Faculty Responsibilities**
1. Project Design (Part II) written by faculty member after collaboration with student
2. Project Completion (Part V)

**Due Dates**
1. Project Design Parts I and II due by the end of the third week of the semester
2. Project Completion Part III due by the last day of classes
3. Project Completion Parts IV and V due on the date of the Honors Forum

**Successful Completion of Honors Option Contract:** Students will receive an “H” designation for courses in which they complete an honors option after successful completion of the project.

**Honors Option Contract Cancellation:** An approved Honors Option Contract cannot be dropped without notification and approval from the Honors Council unless the honors option course is dropped. The student must notify the faculty member and petition the Honors Council (form available from the HP Director or HP Blackboard site). Honors projects that are not completed without submitting a cancellation petition and receiving approval from the faculty member and Honors Council may negatively impact the course grade for which the honors option contract was submitted. Students who fail to complete an approved Honors Option Contracts must petition the Honors Council and meet with the Honors Program Director before undertaking another honors option.

**HONORS OPTION CONTRACT GUIDELINES**

The Honors Option is an addition to a regular course. The honors work should allow students the opportunity to take responsibility for and provide direction to their own learning while challenging them academically. The Honors Option Contract proposal should be the outcome of consultation between the student and faculty member. The Contract requires a thorough and specific exploration of the academic enrichment that will be added to the course requirements, the specific learning outcomes that will be stimulated by the honors project, and the product that will result from the enrichment experience. Honors options should emphasize quality over quantity. Due to the rigor of honors work, no students may do more than two honors options per semester.

The Honors Contract project should address the following:
- Critical thinking
- Oral presentation, creative project, research project, or paper
- Dissemination of work or oral presentation, including enhanced class participation such as leading a discussion or presenting course content
- Practical application and/or analysis of course content

The course grade should reflect the quality of the honors work. If a student does not complete the honors work, the Registrar will convert the course into a regular course on the student’s transcript.

**HONORS OPTION CONTRACT: STUDENT RESPONSIBILITIES**
The Honors Option Contract is due by the end of Week 3 of the semester !!!

**Part I: Project Design—Student Description of Project**

Before beginning the Honors Option Contract project, the student should detail in paragraph form (approx. 250 words) the proposed work. Part I should clearly and specifically describe the following:

- a. What does the student hope to discover and/or experience?
- b. What narrowly focused research question or problem will be explored?
- c. What specific aspect of the discipline or field of study will be explored and/or experienced?
- d. What will be the final form of the honors work?

**Part III: Project Completion—Reflective Essay (due by the last day of classes)**

After completing the Honors Option work, the student must submit a reflective essay to the HP Director. The student will write an essay which reflects on the academic enrichment provided by the Honors Option Contract. The essay must be typed, a maximum of 500 words, and address the following questions:

- a. How has completing the project impacted you as a learner?
  - Critical thinking
  - Oral communication skills
  - Written communication skills
  - Other skills
- b. How will you incorporate the project outcomes into future academic endeavors?
- c. How did the meetings with your instructor shape or augment your final project?
- d. Did you encounter any unexpected challenges as you completed your honors option work?
- e. Do you have any suggestions for future honors students doing a similar contract?

**Part IV: Project Completion—Presentation at Honors Forum**

At the end of each semester the Honors Program will recognize the academic achievements of Honors Program students and faculty at an Honors Forum. At this time students who have completed an honors option will do a short presentation (5 minutes) on their project and reflective essay. At the May Honors Forum awards will be given to student and faculty member for the winning project and to the most outstanding Honors Program member.

NOTE: Communication with your faculty mentor and HP Director is critical. If you have questions or encounter problems as you progress through your honors enrichment experience, contact your faculty mentor or HP Director immediately.
HONORS OPTION CONTRACT: FACULTY RESPONSIBILITIES

The Honors Option Contract is due by the end of Week 3 of the semester !!!

Part II: Project Design—Faculty Description of Project (Tasks and Final Project)

A. Tasks: The faculty member should identify the specific tasks that the student must undertake to complete the Honors Option project. Tasks can include field research, interviews, reading of a specified number of articles or books, a service component, laboratory research, painting, multimedia, etc. Part I should clearly and specifically describe the following:

B. Final Project: Describe with specific detail the final form of the project. The Honors Option Contract must result in some final product: a paper, portfolio, original artwork, computer program, video recording of a performance, etc. Please note that research papers should use primary and/or secondary sources with citation format appropriate to the discipline.

C. Expectations, Assessment Criteria, and Learning Outcomes: Identify in paragraph form the instructor’s expectations of the student, desired learning outcomes, and how the honors project will be evaluated.
   ◆ Explain how the proposed project goes beyond the course requirements (please attach the course syllabus to the contract).
   ◆ Identify which learning outcome(s) the proposed project addresses – see cover sheet
   ◆ Define the criteria for evaluating the project
   ◆ Explain how the project grade will be factored into the course grade

D. Schedule of Student/Instruction Conferences: Establish and list THREE (this is a minimum) meeting dates and times. The student must submit with the project a reflective essay that takes into account these meetings.

E. Due Dates: List due dates for drafts of the project and the final project

Part IV: Project Completion—Submission of Grade and Participation in Honors Forum

A. Grade Submission: Faculty members should notify the HP Director by the last day of finals via email that the student has satisfactorily completed the honors option project.

B. Honors Forum: At the end of each semester the Honors Program will recognize the academic achievements of Honors Program students and faculty at an Honors Forum. At this time students who have completed an honors option will do a short presentation (5 minutes) on their project and reflective essay. At the May Honors Forum awards will be given to student and faculty member for the winning project and to the most outstanding Honors Program member.

NOTE: Please notify the HP Director immediately if you encounter problems as you and your student progress through the honors enrichment experience. Also please alert the HP Director if the student misses important deadlines or any of the agreed-upon mentoring sessions without notifying you to reschedule.