



Honors Contract Process

Exceptional Honors Contracts involve engaged participants who collaborate to develop a compelling plan, guided by a recommended process, to support the creation of a product that could be shared with an audience.

A successful Honors Contract should represent approximately 15 hours of work beyond regular course requirements, which equates to about 1 additional hour per week throughout the semester.

Student Responsibilities

Review the updated guidelines for Honors Contracts on the Honors Program website and investigate the new electronic form and its required fields.

Look for topics in syllabi that are of interest and/or identify an instructor with whom to collaborate.

Take initiative to approach the instructor with one or more ideas around which to base an Honors Contract.

Complete the electronic form with a description of the topic or focus of the Honors Contract and the anticipated product or outcome.

Meet with the instructor throughout the semester to seek feedback and guidance, as well as to communicate progress to date.

Submit midterm progress update as requested by the Honors Program.

Submit final product/evidence of completion to the course instructor.

Submit final product/evidence of completion to the Honors Program via the electronic form.

Instructor Responsibilities

Review the updated expectations for Honors Contracts on the Honors Program website.

Meet with students who share an interest in completing Honors Contracts to discuss the required fields of the electronic form (topic/focus; anticipated product/outcome; check-in date(s); completion date).

Email notifications will automatically be sent to course instructors when students submit forms to complete Honors Contracts. Contact the student if the information submitted is not what was agreed upon in advance.

Meet with the student(s) throughout the semester to serve as a resource and to provide feedback or guidance.

Review the student's midterm progress update, which will be sent as an email notification.

Review the student's final product.

Complete the electronic form to assess the student's level of completion of the Honors Contract.

Honors Program Responsibilities

Alert all students within the Honors Program to changes in the Honors Contract process, including expectations, resources, and procedures—specifically the use of an electronic form and the requirement to submit evidence of contract completion to the Honors Program, as well as the instructor.

Provide resources and guidance to students and instructors via our website, as well as electronic and personal communication.

Review Honors Contracts for completeness, scope, and clarity. Provide timely feedback to the student and instructor (within one week) if adjustments or resubmissions are required.

Send email notifications to students with a link to submit midterm progress updates.

Send email notifications to instructors with a link to:

- Verify contract completion;
- Evaluate the student's product; and
- Provide feedback (if desired).

Recognize the completion of Honors Contracts by:

- Designating the course as an Honors Learning Experience, noted by an "H" on the transcript; and/or
- Issuing one or more digital badges within students' electronic portfolios (tentatively beginning Spring 2016).



Honors Program *Strategic Goal*

2015-2016

The Honors Program will encourage exceptional learning and increase student accountability by updating the Honors Contract process and providing new and compelling resources to support students and instructors.