

## HONORS CONTRACT FOR NON-HONORS COURSES

### OVERVIEW

Honors students can earn Honors credit by contracting an upper-level course in their major or minor (or in some cases a related field) and completing additional assignments.

### HONORS CONTRACT PROCESS

Students are encouraged to identify the course they wish to contract prior to the start of the semester, discuss the contract with the instructor, and complete the required paperwork. Students should make every effort to arrange the contract with the faculty member as soon as they can after they register for the course, but no later than the first week of classes. Contracts must be submitted to the Honors Program no later than the second Friday after the beginning of classes for the semester.

### HONORS CONTRACT REQUIREMENTS (for student and instructor)

1. The student must complete additional work beyond the general requirements for the course.
2. The student and faculty member together should set the focus and requirements for the Honors work.
3. All Honors contracts are subject to the approval of the Honors Program coordinator.
4. The student must receive a "B" or better for the course.
5. The Honors work should be graded pass/no pass or satisfactory/unsatisfactory (not the course).
6. The student must submit a copy of completed work to the Honors Program to be included in the student's file.
7. The instructor will create a special honors version of the course syllabus by adding "Honors" to the title and an additional paragraph in the body of the document ("Requirements for Honors students" or similar), where the additional work that the student will complete in order to earn honors credit will be briefly described. The syllabus should be submitted to the Registrar ([registrar-madrid@slu.edu](mailto:registrar-madrid@slu.edu)), who will update the course on the student's registration by creating the appropriate honors section.
8. The Honors Program coordinator may contact the instructor to verify successful completion of the work.

### SUGGESTED ASSIGNMENTS (to be completed *in addition* to other course assignments)

- ✓ **Service-learning and journal of experience:** at least 45 hours of volunteer work and 20 pages of reflective writing on the hours worked.
- ✓ **Independent research:** research hours outside of class and paper, poster, or PowerPoint presentation of research results; may include lab and/or library hours.
- ✓ **Research assistant:** at least 3 hours/week working with faculty on research interests, a log of hours, and a 5 page written summary of the completed research.
- ✓ **Teaching assistant:** assisting faculty in lesson preparation, small group leadership, and group presentations; and a 5 page written summary of the experience.
- ✓ **Extended presentation of independent research:** at least 15 minute oral presentation to the class or other large group on a topic researched independently; could include conference presentations
- ✓ **Intensive writing:** at least 20 pages beyond course requirements; may be split into multiple smaller writings; may be research-focused or creative.
- ✓ **Cultural explorations:** could include original artwork, theatrical performances, visits to museums/performances/local businesses, interviews, public surveys, etc. A written journal or paper of at least 10 pages should accompany all projects in this category.

### VOIDING THE CONTRACT

If the student and/or instructor choose to void the contract, the Honors Program must be notified. If the student does not void the contract and fails to complete the contract work, the student will receive an incomplete for the course.

Students who wish to contract a course for Honors credit should complete this form and the required short answer question/s, have it signed by the faculty member, and submit it to the Honors Program coordinator for approval by the end of the add/drop period.

**COURSE INFORMATION (all information must be completed)**

Student Name	Student Banner ID#
Student Email	Student Phone
Instructor Name	Semester and Year
Instructor 's Office and Extension	Instructor Email
Course Number & Title (example: PSY 4270: Cross-Cultural Psychology)	

**Course Type (select one)**

- This course is in my major area.
- This course is in my minor area.
- This course is not in my major or minor area (additional information required).

**Short Answer (Please type your responses on a separate piece of paper and attach it to the form. Be sure to include your name and Banner ID number on the responses page)**

1. *All students:* Specifically describe the Honors work to be completed, including deadlines, specific topics, and page lengths of work.

2. *Only complete if seeking to contract a non-major, non-minor course:* Please explain your reasons for contracting this particular course and how this course contributes to your overall course of study.

**Statement of Commitment**

I have read and understand the requirements for the Honors contract. I understand that if I decide not to fulfill these requirements that I must notify the Honors Program of my intent to void the contract by the drop with a W deadline for the semester. After that time, I must either appeal to the Honors coordinator or uphold the contract. If I do not void the contract and fail to fulfill the contract requirements, I will receive an incomplete grade for the course which will remain until I complete the requirements.

Signatures/Date	For Honors Program Use Only
Student: _____ Date: _____	Date Received: _____
Faculty: _____ Date: _____	Approval Signature: _____
<input type="checkbox"/> Completed contract <input type="checkbox"/> Did not complete	

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