### **Honors By Contract**

### **Purpose**

The purpose of this document is to provide faculty at ASU with general guidelines to follow when allowing a student to take a regular section of a course for Honors credit.

#### **Background information**

The Honors Program requires our students to take 3-6 hours within their major for Honors credit, depending on their curriculum track. Additionally, some students are going to have to take contract courses to satisfy honors core curriculum requirements. Since we are not currently in the position to offer these courses as Honors courses, students will have to take these courses by contract.

This is very similar to the "grades by contract" that some faculty currently use to establish the basic requirements needed for students to receive an A or B in their course. The primary difference is that an Honors contract course requires students to do additional projects or assignments within that course. It is at the discretion of the instructor as to how these additional projects and assignments are used to calculate final grades; however, if any aspect of the Honors contract is not fulfilled the Honors student will not receive Honors credit for that course.

### Additional requirements or projects

In designing projects or additional requirements, faculty need to keep in mind that Honors courses are typically taught in more depth or more breadth as compared to regular courses. A research course for example could require an Honors student to present or publish their findings. A didactic course may require a student to develop a research paper and prepare a separate presentation for the class or faculty member.

#### **Procedure**

A student who wishes to take a course for Honors credit must initially contact the faculty member for permission to take their course by Honors credit. Students should not enroll in the course until they have contacted the professor to determine whether they will consider doing a contract with the student. This must be done by the end of the preceding semester. Faculty are not expected to honor last minute requests or requests made at the beginning of the semester in which the course is being offered; this places an unfair burden on the faculty member. The student should provide a copy of this document to the faculty member or direct them to the Honors website to retrieve a copy of this document.

After the student has gained permission to take a course by Honors contract, the faculty member and student will discuss the requirements that need to be met in order for the student to receive Honors credit. The Honors Director may be involved in this discussion at the request of both the student and faculty member. While the deadline for these projects is up to the discretion of the faculty member, it is strongly suggested that the deadline be set during or prior to the last full week of the semester.

Once an agreement has been reached, the faculty member will provide the student and Honors Director with an Honors Program Course by Contract Agreement form. The form will outline the additional requirements as well as what bearing those requirements will have on the student's final grade. This form should be submitted to the Honors Program by the end of the second week of the semester that the course is being taken by honors contract. At the end of the course, the Contract Completion Form must be completed in order to confer honors credit for the course.

# **Honors Program Course by Contract Agreement Form**

### **Purpose**

The purpose of this form is to outline an Honors Program Course by Contract Agreement between a student in the Honors Program and their instructor.

#### **Instructions**

This form should be filled out by the course instructor after they have finalized the honors contract requirements with the student. This form should be completed by the end of the second week of the semester that the course is being taken by honors contract.

Date				
Student Name				
Student CID				
Course Name				
<b>Course Section</b>				
Semester				
Instructor				
Instructor of record (if applicable)				
<b>Contract requirements:</b> In the box below, please state how the contract course is different from the regular version of the course. Please include what bearing these requirements will have on the student's grade. Alternatively, you may submit a revised syllabus or memo with this form.				
Contract agreement I have agreed to teach the indicated coindicated on this form.	ourse as an honors by contract course with the student			
Instructor signature	Date			

# **Student Contact Information**

Name	
Phone	
Email	
Local address	
City	
State, Zip	

# **Contact Log**

This form may be used to document contacts between the student and the faculty member who is teaching a course by contract. Faculty members who teach an honors course may also wish to use this in their Honors Program courses.

Type of contact (office, email, phone, etc.)	Comments
	Type of contact (office, email, phone, etc.)

# **Honors Program Contract Completion Form**

### **Purpose**

The purpose of this form is to confirm that a student in the Honors Program has completed a course by honors contract.

#### **Instructions**

This form should be filled out by the course instructor after they are satisfied that all requirements for taking a course by honors contract have been completed. The procedure for initiating or offering a course by contract is outlined on the previous pages. Students will not receive honors credit for a course that they have taken by contract until this form has been completed.

Date		
Student Name		
Student CID		
Course name		
Course section		
Semester		
Instructor		
Instructor of record (if applicable)		
Statement of completion By signing this form, I am verifying t contract during the indicated semester	<u> </u>	e referenced course by honors
Instructor signature	. ————————————————————————————————————	