

Honors Credit by Contract

When an Honors School student cannot fulfill an Honors School credit requirement in the usual ways--by enrolling in an Honors course, in an Honors course cross-listed with a regular course, or in an Honors section of a regular course--an appropriate alternative may be Honors Credit by Contract.

Honors Credit by Contract is a learning contract for an individual Honors student who wishes to pursue advanced additional study in a regular course. Providing Honors Credit by Contract is totally voluntary on the part of the faculty member.

Students and faculty members should take the following steps:

Step 1. Before the start of the semester/session, the *student should review the process below* in preparation for meeting with the faculty member.

Step 2. No later than the second week of the semester, *the student and faculty member should meet to **discuss** and **complete** the Honors Credit by Contract form* in etrieve, available to the faculty member.

The student and faculty member should **discuss** the terms of the learning contract. *In a regular course, Honors students merit the Honors designation by demonstrating qualities of initiative, achievement, and/or leadership* through one or more specific means including but not limited to the following.

- **initiative:** *additional outstanding work pertaining to the course that is not required in the course but that clearly benefits the student, professor, and/or class.* Examples include conducting additional research under the direct guidance or direction of the professor, beyond what the course requires; producing an additional writing assignment related to the course, but beyond its requirements and worthy of a grade in the A range; or creating an additional non-paper project that pertains directly to the course and is deemed by the professor to add to the student's understanding, like a lab experiment, computer application, musical composition, or work of art.
- **achievement:** *superior work already required in the course, usually at least A-range performance on a major assignment.* Examples include producing a required paper that the professor deems to have superior depth and insight; or giving an oral presentation that the professor views as sophisticated beyond those of most classmates.
- **leadership:** *exceptional activity or conduct in the class that clearly benefits the student, professor, or class.* Examples include conveying course-related content to the class with the advance consent of the professor, in effect leading one's peers to understand some aspect of course content; documenting a structured process of assisting of one or more other classmates on multiple occasions in improving their performance in the course; or providing research assistance with the professor's current project(s) beyond clerical assistance, in a

way that enhances the student's understanding of current scholarship, research methodologies, or materials.

These are only examples. The Honors School is open to other course-related activities through which a student may demonstrate initiative, achievement, and/or leadership.

The student and faculty member should **discuss** and decide on the number and type of Honorsworthy class-related activities. While one substantial additional assignment is possible, some students may find it difficult to complete an additional large assignment before the end of the course. Rather than one assignment, consider "Honors infusion": changing most or all of the course assignments each a little so than *not just one assignment but the entire experience of the course is Honors-worthy*.

After discussion, the faculty member and the student should **complete the Honors Credit by Contract application form**. Currently (as of 9/17) this form is available via etrieve. Once the faculty member is logged into etrieve, from the menu on the left, choose the forms option. Select the Honors Credit by Contract form, fill in the student's ID number, click the Update button to populate the student information fields, and then complete the Application section of the form. In the Rationale section, briefly explain why each activity is Honors-worthy.

Step 3. Before sending the form for review and approval, *the faculty member should ensure that all parts of the Application section are complete*, including semester and course information and rationale section. Incomplete Application sections may be returned for completion or denied. (At the bottom of the same form, do *not* complete the Verification section. Near the end of the course, the faculty member will use this section to verify whether or not the student has completed the contract.)

Step 4. If the application is accepted, the student and/or faculty member will be notified.

Step 5. During the course, the student fulfills the contract. A student unable to do so should speak with the faculty member.

Step 6. Near the end of the course, *in the faculty member's Received folder, the faculty member will receive a request for verification that the student fulfilled the contract. The faculty member should indicate completion (Yes) or non-completion (No), should add the date, and may add comments.*

Step 7. *The faculty member should ensure that all required sections are complete and then should submit it for final review by pressing Send.*

Step 8. The completed form is reviewed and processed. If the faculty member has indicated that the student has completed the contract at least satisfactorily, the Honors designation will be administratively added.