

Washburn University Honors Program

Contract for Honors Credit

Part A

Student Information and Terms of the Contract (Please do not staple pages together)

Instructor and Student: Please read all Honors Contract guidelines on the back of this form before signing this contract.

Student's Name: _____ Semester: _____

Major: _____ WIN: _____

Student's Email: _____ Phone Number: _____

Course Prefix, Number, & Name: _____

Instructor's Name & Department: _____

Instructor's Email & Telephone: _____

Project Description: Attach a typed sheet (also signed by your instructor) that includes the purpose of the Honors Contract, additional materials to be used, specific assignments due, and a timetable for the completion of the contract. The distinction between Honors credit and regular credit in this course will be based on the successful completion of the terms outlined in the project description. Honors contracts must be submitted to the Honors Program Director *within the first two weeks of the semester*.

Part B

Student and Instructor Authorization of the Contract for Honors Credit

Student's Signature _____ Date _____

Faculty Member's Signature _____ Date _____

Dept. Chair's (or Dean's if no Chair) Signature _____ Date _____

Part C

University Honors Program Approval of the Contract for Honors Credit

The terms stated above are approved for awarding Honors Credit to the above named student pending the successful completion of the project.

Signature of the University Honors Director _____ Date _____

Guidelines for Honors Contracts

First - Schedule an appointment with the University Honors Director to review this contract.

Description of the Honors Contract

An Honors Contract is a mechanism for adding an “honors dimension” to a course or higher which is *not* already an honors course. The contract permits honors students to turn a regular University course into an honors course by contracting with the instructor to complete extra work and receive honors credit. The contract involves an agreement among the honors student, a Washburn faculty member, and the University Honors Program Director. All of the terms stated in the contract must be successfully fulfilled by the agreed-upon due date in order for the student to receive honors credit for the course.

The contract project should add an academic dimension by introducing new material or by allowing the student to go into greater depth than normally required in some aspect of the course. It should be made clear on the *Contract for Honors Credit* how this work exceeds regular course requirements. Since a faculty member must supervise the contract, students should select faculty who have the time to oversee their projects to completion. *Honors contracts should be submitted no later than the end of the second week of the semester.*

Time Involved

Students should expect to spend approximately 30 hours of work during the semester to complete their contracts. Faculty should expect to add individual student supervision meetings and any necessary lab time to their current semester workload if necessary. Currently, there is no compensation for contract supervision. However, this work counts toward University Service, and faculty participants are recognized for their contributions at a special recognition luncheon held in Spring.

Ideas for Honors Contracts

- An independent research project with lab work and demonstrable results.
- Writing a major research paper (in addition to any course requirement).
- Foreign language: prepare a translation of a new author or dramatist.
- Music: prepare a lecture on a musician you have come to admire, or a performance of his or her work.
- Writing: prepare a portfolio of creative writing.
- Any other exploratory, creative, wide-ranging, or experimental learning experience related to the content of the contracted course.

When is the Contract Complete?

The contract is complete when the instructor is satisfied that the student has successfully fulfilled all of the predetermined terms of the contract by the due date (remember that the course grade has nothing to do with the contract). An evaluation form is sent to the course instructor at the end of the semester and must be signed by the instructor and Department Chair before being returned to the Honors Office. Only then is the contract complete.

Grading

The Honors Contract does not affect the student's grade in the course. To receive honors credit for the course, honors students must fulfill the contracted course with a grade of “B” or higher and satisfactorily complete the terms of the contract during the semester that credit is earned. Students receiving an “I” in a course that they have contracted will not receive honors credit upon completion. Also, students receiving an “A” or “B” in a contracted course who have not completed the terms of their contract will not receive honors credit. Instructors will not penalize students who do not complete the terms of their honors contracts; these students will receive the grade earned in the class. Faculty must inform the University Honors Program of the status of the contracted work at the same time they report grades for the course. A form will be emailed to the instructor for this purpose near the end of the semester.