

THE HONORS COLLEGE AT UW OSHKOSH



GUIDELINES FOR HONORS CONTRACTS

What is an Honors Contract?

The Honors Contract process allows Honors students to take a non-Honors course for Honors credit. In order to receive Honors credit, the student must complete an extra project in the course. *The project proposal as well as the final product are subject to approval by the Honors Contract Review Committee (a subcommittee of the University Honors Council).*

What are the requirements?

The following requirements strictly apply to the Honors Contract process:

- **A student may pursue Honors Contract credit only in exceptional circumstances (e.g., a conflict with a scheduled Honors Elective). Students seeking Honors Contract credit are encouraged to consult with the Honors Advisor to make sure they are eligible.**
- Honors students must have reached junior standing.
- The course must be a 300- or 400-level course in the student's major or minor.
- The class must be worth at least three (3) credits, and it must be offered during the 14-week semester. Interim courses, internships, practicums, and independent studies are *not* eligible for Honors Contracts.
- The extra project must be one that is related to the course content, and it must be independent of all other classwork being undertaken by the Honors student and their classmates.
- The extra project counts only for satisfying Honors requirements; it does not count for University credit. Honors students must earn at least a B in the course to receive Honors credit.

The Project Proposal

The student must submit a project proposal of approximately 200 words for approval. The proposal must:

- a) clearly describe the project and explain in detail the research to be completed.
- b) explain in detail the proposed final product (e.g. a research paper, presentation, computer program, etc.). *The student must turn in a tangible product at the end of the semester.*
- c) clearly explain the link between the project and a learning objective of the course.

Note well that any proposed changes to the project must be resubmitted for approval.

The Writing Requirement

All Honors Contract projects must be accompanied by a final report. When the project is completed, the student must submit their project along with a final report that (a) summarizes the outcome(s) of the project and (b) explains why the project was valuable. This writing component should be no less than 250 words.

Examples of Honors Contract Projects

Honors Contract projects should be significant in that they should demonstrate an enriched understanding of the course material. Here are some examples (though not all of them are appropriate for all classes):

- A class presentation that results from independent research that extends or applies the content of the course.
- A specially designed experiment for a science course along with an oral presentation.
- A 7- to 10-page research paper on a topic related to the course or an application of the topic of the course to a new area.
- A creative project, such as an additional music composition, short film, or artwork.
- A marketing project with tangible results along with a written report and/or a class presentation.
- A website or computer program related to the course material along with a class presentation.

To the Instructor:

Choosing a Project: Honors courses and Honors Contracts are intended to be high-impact, pedagogical laboratories. Thus, feel free to get creative when proposing a project, but note *that there must be a tangible product that results from the project as well as a final report.* This product and the accompanying final report will be reviewed by the Honors Contract Review Committee. Do not hesitate to take a risk and try something new, perhaps something you have wanted to assign in class but could not for some reason. But please make sure that the project is worthy of Honors credit in your field. We rely on your judgment for this. The Honors student should meet with you several times during the semester to discuss the project.

Grading: The project is considered *additional* coursework; thus, it should *not* affect the student's grade in the course in any fashion. At the end of the semester, you will be asked for a brief evaluation of the project, and you will be asked whether the project succeeded or failed (and thus, whether the student should receive Honors credit). Please discuss with the student your expectations for a successful project. Note also that the student will receive Honors credit only if a grade of at least a B is earned in the course.

To the Student:

The Process: It is your responsibility to make sure all paperwork—including the paperwork that must be signed by the instructor—is submitted on time. Here are the relevant deadlines:

- The Honors Contract Form (see page 4) must be submitted to Oviatt House **no later than the first week of October** for fall semester projects and **no later than the first week of March** for spring semester projects. There are no exceptions to these deadlines. The Honors Contract Form must be accompanied by the project proposal.
- The project, the final report (no less than 250 words), and the Honors Contract Evaluation Form (see page 5) must be submitted together to Oviatt House **no later than the first week of December** for fall semester projects and **no later than the first week of May** for spring semester projects. There are no exceptions to these deadlines.

Grading: Your Honors Contract project will not affect your course grade; however, you must earn at least a B in the course in order to receive Honors credit for the Honors Contract project. Note that although the project will not affect the course grade, the instructor will evaluate it for The Honors College, and it will be reviewed by faculty who serve on the Honors Contract Review Committee. (See the Honors Contract Evaluation Form on page 5). So, you must turn in a copy of the project as well as the accompanying final report with the Evaluation Form.

Questions?

If you have any questions, please contact Dr. Laurence Carlin, Dean of The Honors College, at carlin@uwosh.edu or x7364.

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HONORS CONTRACT FORM

Instructions: The Honors student is responsible for making sure that this form is filled out completely and accurately. **This form must be accompanied by a) the course syllabus and b) a project proposal.** (See “Guidelines for Honors Contracts” above.)

This form is due in Oviatt House by the first week of October (Fall semester) or the first week of March (Spring semester).

Semester: ___ Fall ___ Spring Year: _____

Name: _____

Campus Address: _____

ID: _____

Course Number and Section: _____

Total Credits: _____

Instructor (please print): _____

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Signatures: By signing below, you certify that you have read the “Guidelines for Honors Contracts” as well as the project proposal, and you agree to complete (student) or supervise (instructor) the project as explained in the attached project proposal.

Student’s signature: _____ Date: _____

Instructor’s signature: _____ Date: _____

Review Committee Chair: _____ Date: _____

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HONORS CONTRACT EVALUATION FORM

Instructions: The instructor must complete the entire form. The student is responsible for making sure that this form is submitted to The Honors College **by the first week of December (Fall semester) or the first week of May (Spring semester).**

A copy of the final project (or tangible evidence of the completed project) as well as a final report (see "Guidelines for Honors Contracts" above) must be submitted with this form in order to receive Honors credit. (See "Guidelines for Honors Contracts" above.)

Semester: ____ Fall ____ Spring **Year:** _____

Student: _____

Course Title and Number: _____

Name of Instructor (please print): _____

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Did the student complete the project successfully?

_____ **Yes** (The student will receive Honors credit.)

_____ **No** (The student will *not* receive Honors credit.)

Instructor's Comments (*This is optional, but the Honors Contract Review Committee would appreciate your comments on the project and whether it provided an enriched understanding of the course material.*):

Signatures: By signing below, you certify that you have evaluated the Honors Contract project and the final report submitted by the student named above.

Instructor's signature: _____ **Date:** _____

Review Committee Chair: _____ **Date:** _____