

THE HONORS COLLEGE
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.

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 the Honors Advisor to make sure they are eligible.***
- Honors students must have reached junior standing in order to do an Honors Contract.
- 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, but one that no other student (except, possibly, another Honors student) in the class is doing.
- 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 in order to receive Honors credit.

Examples of Honors Contract Projects

All projects 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 5 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: The Honors student should meet with you several times during the semester to discuss the project. Honors courses and Honors Contracts are intended to be high-impact, pedagogical laboratories. Thus, feel free to get creative when proposing a project. 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.

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 he or she earns at least a B 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 below) must be submitted to Oviatt House **no later than October 1** for fall semester projects and **no later than March 1** for spring semester projects. There are no exceptions to these deadlines.
- The Honors Contract Evaluation Form (see below) must be submitted to Oviatt House **no later than the last day of the interim** of the semester during which the project is completed.

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 Program (see the Honors Contract Evaluation Form). You *must* turn in a copy of the project with the Evaluation Form.

Questions?

If you have any questions, please contact 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 this form is filled out *completely* and *accurately*. This form must be accompanied by a) the course syllabus and b) a proposal that clearly describes the project. The proposal should be about 200 words, and it should explain in detail any additional readings and research to be completed. It should also explain in detail the final product (e.g. a 10-page research paper, presentations, a computer program, etc.).

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

Name: _____

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,” 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:** _____

Honors College Dean signature: _____ **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 no later than the end of the interim of the semester during which the project is completed. **A copy of the final project (or tangible evidence of the completed project) must be submitted with this form in order to receive Honors credit.**

Semester: ____ Fall ____ Spring Year: _____

Name of 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 UHP would appreciate your comments on the project and whether it provided an enriched understanding of the course material.*):

Signature: ***By signing below, you certify that you have evaluated the Honors Contract project submitted by the student named above.***

Instructor's signature: _____ Date: _____