

**Honors Contract Instructions and Guidelines**

After consulting with the instructor, the student should attach a typed description of the proposed enrichment or extension beyond the standard curriculum, and submit it with the following form.

* The proposal should include a clear description of the proposed deliverable(s).
* The proposal should clearly explain how the enrichment will increase the student’s knowledge in the discipline beyond the standard course offering, and/or increase the rigor/sophistication of the course beyond the standard course offering. (The enrichment should not be simply “more of the same,” but should provide greater breadth, subtlety, rigor, or complexity, perhaps in an interdisciplinary nature.)
* The proposal should have communication-related outcomes, including (at least) presentation of the work at an appropriate public venue such as the Honors Research Symposium, a class meeting, a meeting with other faculty members, a published paper, or a poster session at a relevant conference.

**Additional Notes**

* Forms are due to the Honors Program Office the first week of the semester, and require the consent of the Program Director.
* 100-level courses and Independent Study courses are ineligible for the Honors Contract. Contracts will not be accepted for courses that are offered as Honors in the same academic year.
* A course grade of at least a ‘B–’ is required to earn Honors points. Additionally, the course instructor will determine whether the student has met the terms of the contract at a level that demonstrates the substance and quality expected of Honors-level work in the discipline.
* A student who does not meet all the terms of a contract can receive standard course credit, but might not receive honors points.



**Honors Contract**

**a) Student Contact Information**

|  |  |
| --- | --- |
| Name  | Type Student name |
| UID # | Type Student UID#  |
| Email | Type RIT email address. |
| Home College | Type in College (ex: COS- College of Science. |
| Home Program | Type Program (ex: Applied Mathematics -BS). |

**b) Course Information**

|  |  |
| --- | --- |
| Course Title | Type Course Title (ex: Mathematical Life of π). |
| Course Number | Type Course Number (ex: COS-MATH-314) |
| Credit Hours | Select credit hours. |
| Term Offered (4-digit) | Select a term. |
| Instructor Name | Type Instructor’s name. |
| Instructor Email | Type email address |

**c) For the Instructor**

The Honors Office relies on the help of faculty when evaluating the potential benefit of a proposal. The proposed enrichment should help the student reach above and beyond the standard course, increasing the student’s knowledge and the rigor of the course. Contracts may also provide qualitative enrichment. Instructor, please indicate the degree to which each of the following statements accurately describes the proposed activity (or not) by placing a check mark in the appropriate column. Successful proposals will have at most one Disagree.

|  |  |  |  |
| --- | --- | --- | --- |
| *Disagree, Agree, Strongly Agree* | D | A | SA |
| The proposed enrichment will increase the student’s level of knowledge beyond what is provided by the standard course. |[ ] [ ] [ ]
| The proposed enrichment will increase the rigor or sophistication of the course beyond the standard offering. |[ ] [ ] [ ]
| The proposed enrichment will provide the student with a qualitatively different experience of the course content. |[ ] [ ] [ ]

In order for an enrichment of the standard curriculum to count toward honors points, the engaged student(s) must meet with the sponsoring faculty member on a regular basis, beyond normal class time. Please acknowledge this commitment by initialing the first box, and projecting the number of meeting hours in the second.

|  |
| --- |
| I agree to dedicate time on a regular basis to mentor the student toward successful completion of this project. |[ ]
| Anticipated number of student-faculty meeting hours dedicated to the project |[ ]

**d) Approval Signatures**

|  |  |  |
| --- | --- | --- |
|  | Signature | Date |
| Student Signature |  |  |
| Faculty Sponsor |  |  |
| Academic Unit  |  |  |
| Honors Program |  |  |

**e) Important Notes**

* Forms are due to the Honors Program Office the first week of the semester.
* A course grade of at least a ‘B–’ is required to earn Honors points.
* The student must complete a Contract Completion Form with the instructor at the end of the course. The instructor is responsible for assessing the quality of the student’s work, and whether it demonstrates the substance and quality expected of Honors-level work in the discipline.

|  |  |  |
| --- | --- | --- |
| **Honors Program Office** | **Date** | **Initials** |
| *Points Approved* |  |  |  |
| *Completed* |  |  |
| *Recorded (RIT HP office)* |  |  |
| *Communicated to academic unit* |  |  |
| *Communicated to college advocate* |  |  |

*Form revised December 2018*