

Student Guide to Honors Contracts

Honors Contracts allow students to earn Honors credit for a non-Honors advanced course (3000/4000 level) by completing an additional assignment approved by the professor. The purpose of an Honors Contract is to provide students an opportunity to study a specific course topic in more depth than the classroom content would normally allow.

Most Honors Contract assignments will take the form of a 2,100 word research paper related to the course material. Students can also complete an additional creative project if the class is related to the visual or performing arts (CVAD, Theater, or Music students). Creative projects must be accompanied by a written component that most often takes the form of a process journal. If a student or professor has an idea for an alternative contract project, the student and faculty member should communicate with the Honors College to ensure expectations for the project are clear.

Students have the first three weeks of the semester to submit a proposal to complete an Honors Contract. Students should consult with a faculty member to discuss possible projects, then submit a TYPED, 250-word proposal explaining the selected topic and how the resulting Honors Contract project will address course objectives.

The completed TYPED contract proposal that includes the signature of your professor should be submitted through the electronic Honors Contract proposal form. A copy of the class syllabus is also required.

ARE YOU ELIGIBLE TO DO AN HONORS CONTRACT?

- To be approved for an Honors Contract, you must have been a member of the Honors College for at least one semester and have taken at least one Honors course.
- You may complete up to two Honors Contracts for a total of six hours of Honors credit.
- If this is your first attempt at an Honors Contract you must attend an Honors Contract Information session. Dates, times, and locations are posted on the Honors College website.

APPROACHING FACULTY REGARDING HONORS CONTRACTS

- You must have the approval and support of the faculty member teaching the course. Without their consent and cooperation, no Honors Contract is possible. There is no obligation for a faculty member to participate in an Honors Contract experience.
- When you talk with the course instructor, please provide them with a the Faculty Guide to Honors Contracts. Discuss the kind of project that may be feasible in the course. The Honors Contract assignment **MUST BE** an additional assignment for the course. The assignment cannot be a longer assignment for what is already required of students. For example, if a class requires a 10-page paper, you cannot earn honors credit for extending the length of the paper to 17 pages. Please remember, your Honors Contract must meet one of the following guidelines:
 - Research papers must have at least 2,100 words of text, not counting citations, footnotes, and bibliographies. Papers must include a list of references in a form acceptable in the student's discipline. The Honors College does not accept personal essays for Honors Contracts.

- Creative works must have a paper component of at least 1,500 words. The paper should describe the creative work, the creative process, the student's vision for the project, and a discussion of why the work is a scholarly contribution.
- Remember that what you do for your Honors Contract course must be of sufficient quality and quantity to merit Honors credit. Be sure to work with your course instructor so you will stay on track. Work that is insufficient in quantity, poor or inappropriate in quality, or not in accord with the proposal submitted will result in denial of Honors credit.

HOW TO PROPOSE AND GET APPROVAL FOR AN HONORS CONTRACT

Contract Proposals should be 250 words or less, and cover the follow details:

- What is the general topic of your Contract assignment, and how is it related to the course. Include your research questions and be clear and concise.
Example – For my (course number and name) contract, I will write a 2,100 word research paper on the topic of (insert topic). I am interested in the following research questions (research questions). This topic will add to my knowledge of the course material by (elaborate on relationship with course material).
- Include a listing of appropriate academic and scholarly journals from which you will gather your contract references. You do not need the references themselves for the proposal, but realize a 2,100 word research paper should include 10-15 references.
Example – I will be using 10-15 academic references from the following journals (can list the journals with bullets or numbers).
- Provide dates and deadlines which you have discussed with your faculty member. This demonstrates that you will be staying on course with this project, while also benefiting from increased interaction with your instructor. You do not need to meet every week regarding your contract paper, but it is in your best interest to meet with them on a regular basis throughout the semester.
Example – My faculty member and I will meet on the following dates to discuss the following items:
 - Oct 5: Annotated bibliography for research paper due
 - Oct 12: Professor provides feedback on annotated bibliography
 - Oct 26: Outline for paper due
 - Nov 9: First draft of paper due
 - Nov 22: Final copy due to professor and Honors College
- Faculty signature is required on the proposal.

Submit your completed proposal and course syllabus through the link on the Honors College website. Only digital submissions will be accepted by the Honors College. Proposals are due by the third Friday of each semester (Fall 2019 – September 13; Spring 2020 – January 31). You will be notified by e-mail whether your proposal has been approved, if additional information is needed, or if it has been disapproved for some reason.

AT THE END OF THE SEMESTER

- For an Honors Contract assignment, you must turn a physical copy of your project into the Honors College and your faculty member. The Honors Contract assignment will be due to the Honors College towards the end of the semester, typically the Friday before

Thanksgiving for fall semesters, or mid-April for spring semesters. Specifics about the due date will be emailed to you when the proposal is approved or revisions are requested.

- Near the end of the semester, the Honors College will send a message to your course instructor asking whether she or he approves or disapproves of the quantity and quality of work you completed during the semester for the Honors Contract.
- If your course instructor says that your Honors Contract project does not merit Honors credit, then you will not receive it.
- Remember that the UNT academic integrity policy and the policies for the responsible conduct of research are in effect for all work.
- After your Honors Contract project is reviewed, we will notify you by e-mail whether it was approved or disapproved for Honors credit. A copy of the approval will be placed in your Honors file.

ADDITIONAL RULES AND GUIDELINES FOR HONORS CONTRACTS

- The Honors College reserves the right to deny Honors credit to Honors Contract experiences that are deemed inappropriate or lacking in the quality or quantity of work necessary for Honors credit.
- Students will earn Honors credit toward the award they are seeking if they complete the Honors Contract project satisfactorily and earn a grade of A or B in the course.
- Honors Contracts credit can not be awarded retroactively for previously completed courses.
- Honors Contracts are not possible during summer semesters.
- Please notify the Honors College and your faculty member if you decide not to complete a proposed Honors Contract for a class. Failure to do so will make you ineligible for further such contracts.