

**HONORS CONTRACT COVER SHEET**

To apply for permission to conduct an Honors Contract, please read the material provided, and then complete this form.

Directions:

1. Please provide the requested information below by the **third Friday of the fall or spring semester**.
2. Attach a 250-word **TYPED** contract proposal. (Requirements listed on following pages.)
3. Include a copy of the course syllabus with your proposal.
4. Bring this form with an attached proposal to the Honors College Office (Sage 229).

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**INFORMATION** (Please **TYPE** this information. If your version of Adobe Acrobat does not allow this function, please use a university computer. Handwritten proposals will not be accepted.)

Name \_\_\_\_\_

ID# \_\_\_\_\_

E-mail Address \_\_\_\_\_

Phone \_\_\_\_\_

Course Number \_\_\_\_\_

Course Title \_\_\_\_\_

Course Instructor \_\_\_\_\_

Instructor Email \_\_\_\_\_

\_\_\_\_\_ I have attached a proposal that describes my Honors Contract project, including what I will submit at the end of the semester.

\_\_\_\_\_ I have read the information provided and understand the requirements for participating in an Honors Contract.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Faculty Mentor Signature

\_\_\_\_\_  
Date Signed

## A GUIDE TO HONORS CONTRACTS

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The purpose of an Honors Contract is to provide students an opportunity to study a specific course topic in more depth than just the classroom content. A true Honors Contract assignment will examine information not covered in class. Students should consult with a faculty member to discuss possible research topics, then submit a TYPED, 250-word proposal explaining the selected topic and how the resulting Honors Contract project will address course objectives. This completed TYPED contract form, along with the TYPED proposal and a copy of the course syllabus are due no later than the third Friday of the semester. You must also provide a copy to your course instructor. Each step is spelled out below, so please read carefully.

### 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. You may not complete more than one Honors Contract per semester.
- If you joined the Honors College during or after fall 2016, then you must have successfully completed HNRS 1500: Introduction to Research, or a department equivalent. Active Honors College members prior to fall 2016 are not required to complete HNRS1500: Introduction to Research.
- If you joined the Honors College during or after fall 2016, then you must have a cumulative and last semester GPA of at least 3.25 to undertake an Honors Contract. If you joined the Honors College prior to fall 2016, then you must have a cumulative and last semester GPA of at least 3.0.
- The instructor of the course must be a regular faculty member (including lecturers). If your instructor is an adjunct faculty member, a part time faculty member, or a teaching fellow, you should not request an Honors Contract with that faculty member.

### 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) I plan on writing a 2100 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 2100 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 18: Final copy due to professor and Honors College
- You must have the approval and support of the faculty member teaching the course. Without his or her consent and cooperation, no Honors Contract is possible. There is absolutely no obligation for a faculty member to participate in an Honors Contract experience.
  - When you talk with the course instructor, please provide her or him with a copy of this information. 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. 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.
  - Using the form provided, bring your proposal to the Honors College office in Sage Hall 229 no later than the third Friday of the semester. 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. In fall semesters, the Honors Contract assignment is due to the Honors College the Friday before Thanksgiving. In spring semesters, the Honors Contract assignment is due to the Honors College the 2<sup>nd</sup> Friday of April. Specifics about the due date will be emailed to you when the proposal is approved.
- 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.
  - There is no such thing as a retroactive Honors Contract.
  - Honors Contracts are not possible during summer semesters.
  - Once a student undertakes an Honors College Honors Contract and does not successfully complete it, he or she is not eligible for further such courses.
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