



## Honors Contract Proposal

An honors contract is an agreement between a student and mentor to complete for honors points an academic or professional project related to the student's field that extends learning beyond regular coursework. This work can be associated with a research or creative project, an upper-division course (3000-level or above), a paid or unpaid internship, a grant/fellowship application, a community service project, study abroad, Honors Excel, or other approved work. **For course-related contracts, students submit typed, signed proposals to Departmental Honors Advisors in the student's and/or mentor's department by the end of the second week and upload to the Honors Canvas course by the end of the third week of classes. All other contracts may be submitted at any time, provided they include a reasonable timeline to completion and a clear description of the final product; contracts are typically completed within 10-15 weeks.** Once a contract is approved, the mentor oversees the student's work and reports briefly on its completion at the end of the contract period.

Student's Name \_\_\_\_\_ E-mail \_\_\_\_\_ A # \_\_\_\_\_

Expected Grad Sem/Yr \_\_\_\_\_ Contract Start/End Dates or Term \_\_\_\_\_ Student's Signature (verifies understanding of contract requirements) \_\_\_\_\_

Project title (or course dept., #, and title) – Is this an internship ☐ or study abroad ☐? \_\_\_\_\_ ESTIMATED TOTAL WORK HOURS \_\_\_\_\_

Mentor's Name \_\_\_\_\_ Mentor's Email \_\_\_\_\_ Mentor's Department \_\_\_\_\_ Approver Name (if different): DHA ☐ or Honors ☐ \_\_\_\_\_

Mentor's Signature \_\_\_\_\_ Date \_\_\_\_\_ Departmental Faculty Honors Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_  
\*\* or PRINT NAME ABOVE and attach email indicating approval \*\*

### REQUIREMENTS

- Contracts are for **honors students only** and are valid only if approved by mentor, Departmental Honors Advisor, and Honors.
- Contracts need not be connected to a course, but if they are, only **upper-division courses** are acceptable. Contract work is not graded and does not affect the course grade, but students must earn at least a "B-" in any class associated with a contract.
- All contracts must yield a concrete final product (poster, report, paper, PowerPoint, photo documentation, etc.) and a two-page reflection that responds to the prompt in Canvas.
- **"Incompletes" are not permitted**; students must finish and upload all work to the Honors Canvas site by the contracted deadline.

### WORK

Contract work enriches the student's academic experience beyond the classroom. Each contract must include a minimum of **20 hours** of work; students may complete more than one contract for an extensive project, but each part of that longer project must be proposed, approved, and completed as its own contract. The student and mentor must meet (outside class, if the contract is connected to a course) **at least twice per month (minimum six times per semester)** to discuss the project. Students must keep a record of mentor meetings and report on those meetings on the contract completion form.

**PROPOSAL** (Please indicate if contract fulfills Honors Excel ☐ or Honors "Service-Learning Scholar" ☐ or "Global Engagement Scholar" ☐ or "Undergraduate Research" ☐ requirements – if so, explain how it does so under #1 below.)

Please upload a **detailed description** of the proposed honors contract, addressing the following THREE points: 1) What is the **goal** of the honors contract; what do you hope to learn? 2) What specific **work** will you do, and what is your **timeline** for completing each part of the project (including completion date)? 3) What will be the **final product** (content, length, format) of this contract (all contracts must include both a final product and a two-page reflection)?

**APPROVAL:** The University Honors Program approves or denies all contract proposals in the Honors Canvas course. No points are awarded until after successful contract completion and upload of all completion documentation.