



# HONORS COLLEGE COURSE CONTRACT FAQs

## **What is an Honors contract?**

An Honors contract is an agreement between you and a professor to do extra work in a regular (non-Honors) course with the purpose of receiving Honors hours for that course. For a fuller explanation, see page two of the contract proposal form.

## **Where do I get a contract proposal form?**

The form is available online (both on Blackboard, under “Honors Documents” and on the Honors website). It is also available in the Honors College office.

## **What courses may be used for contracts?**

Any 200-level or above course, not including regular Honors-only courses. Most students contract courses in their major or minor, but you may contract courses outside your major or minor.

## **How do I choose a course to contract, and how do I get the instructor to agree to the contract?**

Try to choose a course that you are interested in and one in which a contract will be a real benefit to you. Sometimes you will be able to contract ahead of time (perhaps with an instructor you have taken classes with previously), but sometimes you will need to size up the course and the instructor before asking about a contract. When you have a basic contract idea, approach your instructor and, if necessary, explain what a contract is. Do your best to design a contract topic that is interesting and useful for both you and your instructor. A contract should be a good experience for both of you. Page two of the contract proposal form explains for your instructor what a contract entails, but Dr. Young will be happy to discuss contracts further with your instructor.

## **How do I apply for a contract?**

In consultation and discussion with your professor, you come to an agreement about what you will do for your contract. Then you complete the contract proposal form. Fill in the contract description in detail. Then you get the required signatures (from you, your instructor, your instructor’s department chair) and take the completed contract proposal to the Honors College office.

## **What kind of extra work will I be doing?**

It depends on the course, the topic, and the agreement you reach with your instructor. There are many different forms a contract can take. Some (perhaps most) will involve extra reading and extra writing, but you and your instructor should feel free to design the contract that will be the most interesting and the most beneficial to both of you. In the past, students have satisfied contracts in many different ways: teaching parts of the class, leading discussions, designing course or website documents, performing research tasks, tutoring, giving a performance, producing artistic or electronic products, and many others. There is no set-in-stone form that a contract must take.

## **How detailed does my contract proposal need to be?**

Avoid overly general descriptions, such as “student will write an extra paper.” If your contract description is too general, it will probably be returned to you for revision.



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## **What about the meeting requirements?**

The contract proposal stipulates “at least bi-weekly” (every other week) meetings, but there is some flexibility in how meetings are conducted. For instance, it may be acceptable to “meet” with your instructor through e-mail, particularly later in the semester, when you are likely to be working more independently. The specific details and timing of your meetings are for you and your instructor to work out.

## **What is the deadline for submission of contract proposals?**

The deadline is the 12th class day of each semester. It may be possible for you to have a contract approved after this deadline, but it is possible that your contract simply will not be approved. Do everything you can to get your contract proposal turned in by the deadline.

## **I missed the contract submission deadline. What do I do?**

Contact Dr. Young. It is possible that your contract still may be approved, but it is also possible that it will not be.

## **What final form should the contract report take?**

That is between you and your instructor, although Dr. Young is happy to consult with either or both of you. In some cases, there might not be a physical report at all, particularly if you did some alternative activity, such as tutoring.

## **How is the contract finalized?**

Your instructor will need to complete the Contract Certification Form. You should make this form available to your instructor, who will complete it and mail it or bring it to the Honors office. It is preferable that your instructor complete this, but it is acceptable for you to get the signature and then deliver it to the Honors College office yourself.

## **What if I do not complete a contract?**

There is no penalty for not completing a contract. You may simply drop it, but you should at least discuss it with your professor. Also, please notify the Honors College office staff that you have dropped the contract.

## **What is the deadline for turning in the contract certification?**

All Contract Certification forms are due in the Honors College office by the last class day of the semester.

## **What if I miss the deadline?**

Turn it in anyway, even if it is the following semester. Obviously, it is best to complete your contracts before the semester is over, in time for them to appear on your transcript. Besides being to your advantage, this also enables the office staff to calculate your Honors hours accurately during the semester review.

*NOTE: If your question is not answered by this FAQ, contact Dr. Young at [young@shsu.edu](mailto:young@shsu.edu).*