



Contract

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 student's and/or mentor's department by the end of the second week and to Honors 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 Dept. and UMC _____ Approver Name (if different): DHA or Honors _____

Mentor's Signature _____ Date _____ Dept. 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 two-page reflection; some will also yield another kind of final product: a poster, report, syllabus, PowerPoint presentation, event, etc.
- **“Incompletes” are not permitted**; students must finish and submit all work to Honors within the contracted time period.

WORK

Contract work enriches the student's academic experience beyond normal coursework. Each contract must demand 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 of 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 at the end of the contract.

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 attach a **typed** 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 end product (content, length, format) of this Honors Contract (**all contracts must end with a 2-page reflection**; some will have an additional final product)?

OFFICE: The Honors Program has **approved / denied** (circle one) this contract for _____ (Semester and/or Year).

Approver's Signature _____ Date _____