

CONTRACTING A COURSE FOR HONORS CREDIT

Honors students may receive Honors credit for courses that are designated as Honors courses, or for graduate-level courses. In addition they may, *contingent upon the agreement of the Honors Program and their course instructor*, arrange to earn Honors credit for any graded course of at least 3 semester credit hours or the equivalent. This arrangement, codified in an Honors Course Contract, engages students with their learning in a deep and ongoing way.

For a course to receive an Honors designation, both student and instructor must agree in advance that the student's work in the course will differ in amount or quality from the usual course expectations. However, the amount and type of work done for Honors credit should remain within an acceptable range for the credits awarded. Examples of such breadth or depth include:

- Additional reading or research on a course-related topic
- Computer simulations related to the course
- Case study, pamphlet, interview, data analysis, performance, or other scholarly work supplementing the course outcomes and objectives
- Job shadow or professional visit and report, or career opportunities research and report

Regular, face-to-face meetings with the course instructor and an in-class or out-of-class presentation based on the student's learning are expected in all courses contracted for Honors credit.

Procedure:

1. Interested students should meet with the instructor, either before the term begins or as early in the term as possible, to develop a plan for the semester, including meeting times and the reading, research, or other activity that will make up the Honors component of the course.
 - Students must check in advance whether and how the contracted course will fulfill an Honors requirement in their college(s). Students should also be aware that no instructor is obliged to agree to participate in an Honors course contract, and may have valid reasons for declining.
 - Instructors are invited to contact the Honors Office or the Honors website for information on contracting Honors courses and the expectations of an Honors curriculum.
 - Both students and instructors should keep in mind that qualitative, rather than quantitative, differences should be the hallmark of an Honors course – that is, independent work or creative efforts rather than simply a longer paper or more homework should provide the breadth and depth of an Honors course.
2. After meeting with the instructor, the student is responsible for writing a summary of about 150 words outlining how the Honors designation for the course will be earned, including a schedule of meetings and a means of sharing the results of the student's learning.
3. The student is also responsible for turning in to the Honors Office (2130 Jischke; 294-4371 or honors@iastate.edu) this summary, a copy of the course syllabus, and a contract signed by both student and instructor, no later than **Friday of the fourth week of the semester**. Students should be aware that college requirements may be earlier.
4. Upon approval by the Honors Office, the student will carry out the work outlined in the contract. Once the course is completed and the instructor has confirmed that the student successfully fulfilled the contract, Honors will notify the Registrar's Office and the H designation is added to the course number on the student's permanent record.

**UNIVERSITY HONORS PROGRAM
REGISTRATION FOR CONTRACTED HONORS CREDIT**

Name _____ University ID _____

College _____ Date Submitted _____

I request permission to take _____
(department and course number)

for Honors credit for the _____ Semester, 20____. I agree to fulfill all of these requirements:

___ The course instructor and I will meet regularly during the semester.

___ I will share the results of my learning in the following way:

___ I have attached a summary statement of about 150 words on how the Honors component of the course will be achieved.

___ I have attached a course syllabus.

I understand that the course instructor will need to confirm my satisfactory work on the Honors component with the Honors Program office before the H designation is added to my grade for this course.

Student signature: _____
(signature) (print name)

Approved by:

Instructor _____
(signature) (print name)

University Honors Program Director _____

Date signed _____

[Office use only] Date forwarded to Registrar _____