



HONORS CAPSTONE CONTRACT FORM



Basic Requirements:

- The Honors Capstone must be completed in a 300 or 400 level course in your major or minor.
- Honors components must be 15-30 hours of work in addition to normal course work.
- Honors components must be approved by the professor.
- Professors must be able to evaluate the Honors component.
- Students must earn an A or B in both the course and on the Honors component to earn Honors credits.

Courses

- A student may add an Honors component to any course, given the approval of the professor.

Grading

- Students will receive two separate grades for contract Honors courses: one grade is based *only* on the work assigned on the course syllabus to all students and an additional grade will be given solely for the Honors component.
- The grade for the Honors component will not be factored into the student's overall course grade or GPA.

Extensions/Withdrawals

- The Honors component can be extended past the end of the semester, provided the professor approves.
- Students may drop the Honors component without withdrawing from the course itself.
- The only consequence for dropping the Honors component is that no Honors credit is earned for the course.
- The Honors component can be cancelled or extended by the last day of regularly scheduled classes in a semester or summer term. You must inform our office.

Honors Component

- All students who take a course for Honors credit will complete an Honors component in addition to all other requirements on the course syllabus.
- The Honors component should be designed to promote enhanced study for the course and varies by course topic.
- Generally, students are encouraged to work with their professors to develop Honors components that will be interesting and stimulating for both the students and the professors.
- The Honors Faculty Council encourages directed but student-initiated learning.
- The Honors component can take a variety of forms depending on the class content and the preference of the student and professor.
- Examples: extension or added dimension to class paper, additional paper, class presentation, field work, series of interviews culminating in a report, researching case studies, review of current literature, speech, conference paper, leading a class discussion after researching a class topic, reading plays and books in a foreign language, etc.
- Depending on the course content, an Honors component might be of interest to the entire class and the student could present his/her work to the class as part of the Honors component.
- A description of the Honors component signed by the professor should be attached to the contract form.
- Honors contract forms must be returned to the Honors Program office (OC 1070) by the **4th Monday of the semester**.
- Final approval of all Honors components rests with the Honors Director.



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Return this form with a **signed** Honors component description to the Honors Program Office (OC 1070) by the due date listed below. **Students and faculty are advised to keep a copy of this form.**

Student Information

Name: _____ ID#: _____
Last Name First Name

E-Mail Address: _____

Professor Information

Name: _____
Last Name First Name

Department: _____ Phone #: _____

Email: _____

Course Information

(The Honors Capstone must be a 300 or 400 level course in your major or minor)

Circle One: Ad hoc Honors contract course Cross-listed Honors contract course

Term: Fall Spring Summer I Summer II Summer III Year: _____

CRN: _____ Course prefix & #: _____ Section #: _____ Title: _____

Honors Component Information

Please attach a description of the Honors component **signed by the professor** that includes due dates and methods of evaluation.

Date Honors Component is Due to Professor: ___ / ___ / ___

Contract Due Date

Fall and Spring Semesters – Monday of the 4th week of the semester

Summer Sessions – Fifth day of class.

Extensions must be approved by the Honors Director.

Student's Signature: _____

Date: ___ / ___ / ___

Professor's Signature: _____

Date: ___ / ___ / ___