

Honors Contract Proposal Form

Please fill out this form and type answers to the questions on the second page.

Student Name

Campus ID #

Student's CMICH Email Address

Student Phone Number

Class Standing: Freshman Sophomore Junior Senior

Course Course Section # Credit Hours Semester/Year

Faculty Name Faculty CMICH Email

Proposing a Contract

Honors students must petition a professor of a non-Honors course to undertake Honors study in that course. This Contract should clearly state what the plan for Honors study will be, as well as how it will be carried out and evaluated. Contracts are pass/fail. A contract can be failed even if a student passes the class. Up to 6 credits of contracts can be taken. Contracted coursework applies to "additional Honors coursework." CR/NC courses cannot be contracted.

Minimum Requirements

- Contracted courses must be at the 300+ level and should be centered on personal/professional relevance regarding the student's long term goals.
- The student is expected to produce at least 5 pages of written work (or equivalent work in a different medium) beyond what is normally expected in the class.
- To receive Honors credit for a Contract, students must receive a grade of B- or better and satisfactorily complete the requirements of the Honors Contract.
- Honors Contracts are to be submitted to the Honors Program Office no later than the Friday of the SECOND WEEK of class of the semester in which the work is to be completed.

Process

Confirmation of approval will be emailed to the student and the professor. The Honors Program will notify the Registrar of the students who have an approved contract. **Near the end of the semester (when grades are due) the Registrar's Office will contact the professor on record to confirm whether the Contract was completed.** Successful contracts will receive an "H" which follows the normal course grade. The "H" indicates that the student successfully completed the Contract portion of the class and the normal letter grade indicates the quality of the work across the course as a whole.

Signatures of Agreement and Approval

Return signed forms to Powers Hall 104 or send to honors@cmich.edu. Alternatively, send in a completed form to honors@cmich.edu, along with the write up, and cc your professor who can confirm with the program over email.

Student Signature *Date*

Faculty Signature *Date*

Honors Contract Proposal Reviewed & Approved By:

Honors Approval Signature *Date*

ACADEMIC HONESTY STATEMENT

As a member of the Honors Program at Central Michigan University, you are participating in a community of scholarship based on the values of honesty, respect, fairness, and responsibility. You are expected to adhere to the CMU policies on academic integrity stipulated in the CMU Bulletin. In all of your academic work, you must adhere to the highest standards of integrity. You will not cheat, plagiarize, or receive or provide inappropriate assistance on any course activity for which a grade or credit is awarded. Membership in the Honors Program is based on academic performance and all forms of academic dishonesty call into question the validity of a student's grades. **Participation in the CMU Honors Program is a privilege, and failure to adhere to program and University standards of academic integrity may result in dismissal from the Honors Program.**

<u>FOR OFFICE USE ONLY:</u>	<u>Email Approval Sent</u>	<u>Tracking Sheet Updated</u>	<u>Your Initials</u>
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PLEASE PRINT

Faculty Guidelines for Honors Contract Options

The University Honors Program at CMU is intended to offer highly motivated and academically talented students opportunities for enhanced learning experiences. While the majority of Honors requirements are met by taking special Honors designated courses, students may also benefit from meaningful educational experiences in non-Honors courses. Honors students are eligible to use up to 6 credits of Honors Contract work to meet Protocol requirements.

- Coursework should be relevant to the student's personal and professional goals
- Course must be at the 300 level or above
- All CMU faculty are allowed to supervise a contract

If a student wishes to complete an Honors Contract within a course, we expect the student to fulfill unique educational requirements in the course that are substantially different from other students in the class. These may be in addition to the regular requirements of the class or as a substitution for the regular class activities. In either case, the goal is to provide the student with a unique and meaningful learning experience beyond the standard curriculum offered. In that way, the contracted Honors work should always include at least some additional contact with the faculty member and will generally include some of the following elements.

- An opportunity to demonstrate initiative beyond syllabus expectations
- Originality in exploration of the subject matter
- A tangible product or outcome beyond that completed by non-Honors students
- Extended inquiry and/or independent scholarly or creative work

The best Honors Contracts will benefit student learning but should also be a positive experience for the faculty member. To that end, the nature of the contract goals and requirements should be negotiated between the faculty member and the student with final approval being granted by the Director of the Honors Program. A sampling of contractual activities is listed below but faculty members have wide latitude in helping to create a unique and meaningful learning experience for the student. At minimum though, the student is expected to produce 5 pages of written work (or equivalent) beyond what is normally expected in the class.

- Supplementary readings, reports, or projects
- Assisting the faculty member with activities in the class or developing teaching resources for future classes
- Attendance at appropriate related educational activities
- Independent research or self-instruction related to the content of the class
- Classroom or professional presentations or performances

An Honors Contract Proposal will include a completed proposal form along with typed responses to each of the questions below. You must respond to each of the questions or your proposal will be returned for additional information.

1. What are the specific activities to be complete for this Honors Contract and how will it be evaluated?

- Describe the activities in enough detail for the Honors Program to evaluate the personal and professional relevance of the Contract
- Explain how these activities will coordinate with regular class assignments (additional or to replace other assignments)
- Explain how activities will be evaluated so that "H" credit is earned for the Contract. This will serve as the official grading standards for the Contract and will be referenced if a disagreement in grading occurs.
- Describe the supervision to be provided by the faculty member (e.g., how often will you meet)

2. What is the educational value of these activities and this Contract?

- Explain why the Contract is being proposed for this class
- Describe the value of the extra work in regards to the student's long term personal and/or professional goals. Consider how the contract might help in regards to eventual capstone projects, jobs, or graduate school.