**WRIGHT COLLEGE SUPPLEMENTAL HONORS CONTRACT PROPOSAL FORM**

The Honors Contract provides an opportunity for a Wright College student in good standing to explore related topics or go deeper in an examination of course material in a non-Honors course. The Contract is an agreement between the student and the faculty member that outlines an Honors-level project. Students are encouraged to consider two factors when deciding to pursue an Honors Contract: (1) interest in the subject matter, since they will be doing in-depth research and writing, and (2) an ability to do well in the overall class, since a grade minimum of 3.0 (a B in the course) is required to earn Honors credit.

The student and faculty member must agree on the nature and scope of the supplemental Honors project, an extra or extended graded component(s) in addition to the standard course requirements. The project might be an in-depth independent research project or experiment, creative project or performance, or a service project with reflective essay. The above list is by no means exhaustive—a different kind of project can be determined at the professor’s discretion. In short, the supplemental project ought to qualitatively enhance the course for the student. Simply, increasing the quantity of course work does not constitute an Honors Contract.

* Courses in which a student pursues a supplemental Honors Contract should be IAI-designated college-level courses of at least 3.0 credits. (Students may pursue a Contract in a course worth 3.0-6.0 credits.)
* The supplemental Honors Contract is not applicable for non-Honors courses that have Honors equivalents in the same semester in which a Contract is desired.
* Honors Contracts cannot be completed in a course graded on a Pass/No Pass(Fail) basis.
* A student may pursue no more than one Honors Contract each semester.
* A student is allowed a maximum of two Honors Contracts to count towards their Honors certificate. (Students earn the certificate upon successful completion of at least 12.0 credits of Honors coursework).
* The Honors-level coursework outlined in the contract is not a substitute for regularly assigned work; however, it may expand upon/advance an assignment at the faculty member's discretion as long as all regular course student learning outcomes are met.
* The student must earn a ‘B’ or better on the regular class work and successfully complete the terms of the Honors Contract to receive Honors credit.
* The student will be required to showcase his or her project during the Colloquium at Wright usually in the semester in which the Contract is pursued.
* Students are required to submit a copy of their completed Honors project to the Honors Program Coordinator at the end of the term in which the contract is pursued.

Both the course instructor and the Honors Program Advisory Board, as indicated by their signatures on the agreement form, must approve the proposed Supplemental Honors Contract. The Honors Program Advisory Board is the judge of whether the project satisfies the Honors Program Learning Outcomes. At the end of the defined term, the course instructor determines if the supplemental Honors project was completed to his or her satisfaction.

**The completed Contract (agreement) is due to Wright College Honors Program Coordinators by the end of the third week of the semester.** The Honors Program Advisory Board will review all contracts and will send an email notification to the student and faculty members of approval or the need for revision. The Honors Program will also send a follow-up letter to the faculty member sponsoring the Honors Contract, including a copy of the approved Honors contract.

**To the faculty member:** This form requires your signature for approval. The Wright College Honors Contract Information Sheet (FAQ) is intended to provide you and the student with information about the Wright College Honors Program and Honors Contracts. Please read the FAQ carefully *before* signing the student’s Honors Contract Proposal Form. Faculty who sponsor at least one Honors Contract will be expected to attend Honors Committee meetings and/or faculty development sessions and/or Honors Program activities as outlined in the Faculty Agreement section of the Honors Statement. At the end of the time specified in the Honors Contract, the faculty member will notify the Honors Program Coordinators of satisfactory or unsatisfactory project completion. When the Contract is completed satisfactorily, as determined by the faculty member, a notation will be made in the student’s academic transcript that the course was taken for Honors credit

**Section 1: Student Information**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ last name first name middle initial**

**Student ID # (Wright/CCC): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Expected Graduation Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Section 2: Course Information**

**Semester and year of Contract (e.g., Spring 2020): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Course name and number (e.g., Chem 201): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**5-digit class number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Number of credit hours: \_\_\_\_\_\_\_\_\_\_\_**

**Supervising faculty member’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervising faculty phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervising faculty email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Section 3: Project Description and Timeline**

In this section, the student should state explicitly what he or she will be doing to give an Honors dimension to this course.

Wherever possible, the project should grow out of the student’s own interests. The content of and deadlines for the project will be mutually determined by faculty and student. Students must be members in good standing in Wright College’s Honors Program to pursue the Honors supplement option.

**1. Describe your final product.** For example: “*As an Honors Supplement to Political Science 2xx, I will do additional research on the subject of bringing about political awareness and change through the internal manipulation of radio. Essentially, I will examine the strategies that are used at a radio station dedicated to political change. I will base my research on personal experience, staff interviews, and additional readings. I will write a paper of a minimum of 10 to 15 pages.*”

(1 typed paragraph)

**2. Describe the educational objectives of your Honors Contract.** Consider what knowledge you will gain from this experience and what skills you will develop or improve upon through completing your Honors Contract. In other words, explain why you want to complete an Honors-level project.

(2-3 typed paragraphs)

**3. Create a timeline for your Honors Contract.** In each section, list the project components or activities (e.g., library research, rough draft, etc.) you intend to complete. Discuss a timeline with your supervising faculty member before completing this section. Plan to meet with your supervising faculty member on a regular basis during the semester to review evidence of progress and to obtain advice and suggestions.

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| Weeks 2-4 (your project should begin during this time frame): |
| Weeks 5-8: |
| Weeks 9-12: |
| Weeks 13-16: |

**4. Expected date of completion of project/submission of final product to your instructor: \_\_\_\_\_\_\_**

The Honors Program must receive verification of your completed project from the supervising faculty member as well as a copy of your project report by the last day of instruction of the semester in which you complete your Honors Contract.

**Section 4: Signatures**

**Student:** I certify that I am a student in good standing in the Wright College Honors Program, and that I have read and understand the procedure for establishing an Honors Contract as outlined on the Wright College Honors Contract Information Sheet (FAQ)

Furthermore, I confirm that I have read and understand all of the Contract requirements and this proposal meets the standards for the Honors Contract process. If the project is to change, of if I decide to not pursue it, I will inform my professor and the Honors Committee Coordinators.

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Student Signature Date

**Supervising faculty**: I certify that the student named above has discussed the content of this Honors Contract with me and I agree to the terms of the Honors Contract as outlined in the materials above.

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Faculty Signature Date

**Honors Program:** The Wright College Honors Program Advisory Board approves of the Honors Contract as outlined in the materials above.

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Honors Advisory Board Member Signature Date

Honors Program Coordinator: Dr. Natasha Todorovich, English Department, L329, 773-481-8190, ntodorovich@ccc.edu