

## Wright College Honors Contract Information Sheet

**1. What is a supplemental Honors Contract?** The supplemental Honors Contract provides an opportunity for a Wright College Honors Student in good standing to explore related topics or go deeper in an examination of course material in a non-Honors course (regular 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'll 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. Not all courses and not all faculty offer Honors Contracts.

**2. I haven't applied for admission into the Honors Program. Can I still pursue an Honors Contract?** Students who would like to complete an Honors project need to also apply to the Wright College Honors program.

**3. Can I apply to Wright College's Honors Program at the time I turn in an Honors Contract Proposal Form?** The Honors Program recommends that you apply for the Honors Program at least a semester before you intend to take an Honors course or complete a supplemental Honors project. If a student does not apply a semester in advance, he or she can submit the application during the semester the student plans to complete the Honors Project. However, the Honors Program application should be submitted before the Honors Contract is approved and completed.

**4. What does an Honors Student in "good standing" mean?** "Good standing" means that a student must maintain a 3.5 Cumulative Grade Point Average (GPA) overall and a GPA of at least 3.0 in any Honors courses he or she has taken.

**5. What type of work should be completed on an Honors Contract?** The project might be an in-depth independent research project or experiment, creative project or performance (e.g., a one-act play or short film) or 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. However, simply increasing the quantity of course work does not constitute an Honors Contract.

The requirements of the Contract will vary based on the nature of the class and the interests of the student and professor. For example, the work completed for a chemistry class would be different than that completed for a studio art class. Whatever the work, it should be mutually agreeable to both the student and the professor, coincide with the objectives and student learning outcomes of the course, and fulfill at least one of the Honors Program learning outcomes listed below.

## **6. What are the learning outcomes for the Wright College Honors Program?**

1. Quality research or scholarship in their fields;
2. Professional quality skills in written, oral, graphical and digital communication;
3. Advanced knowledge of the arts and sciences as well as the interrelationship among them;
4. Analytic skills in addressing complex ideas and texts across disciplines and incorporating multiple disciplinary perspectives;
5. Leadership skills and engaged civic and ethical responsibility in local and global settings, both collaboratively and individually;
6. Cultural awareness and sensitivity both to his/her own cultural traditions and those of other cultures.

**7. How do I arrange an Honors Contract with a professor?** We recommend that Honors Students meet with their professor(s) during the first two-three weeks of the semester to discuss the possibility of establishing an Honors Contract and determine a suitable extra component for their studies. Students should thoroughly read their course syllabi before meeting with professors. If the professor is willing to establish an Honors Contract, the student and professor should come to a mutual agreement as to the nature of the supplemental work. The student must then complete the Honors Contract Proposal Form, both parties must sign off on it, and the proposal form must be returned to the Wright College Honors Program Coordinators by the end of the third week of the semester. Faculty reserve the right to support or reject any Honors Contract.

**8. Do all faculty participate in the Honors Contract?** All Wright College faculty are free to decline or accept any and all Honors Contracts in their classes.

**9. What is involved in the approval process?** 1.) Students must first submit an Honors Contract Proposal Form to the supervising faculty member for approval. Students should not assume that an Honors Contract Proposal will automatically receive approval; additional information may be required before approval can be granted. The student and professor should review the proposal carefully to ensure that all requirements are met. 2.) Once the supervising faculty member has approved and signed the Honors Contract Proposal Form, submit the completed form to the Wright College Honors Program Coordinators by the end of the fourth week of the semester.

**10. What are the responsibilities of Honors Students who want to complete an Honors Contract?** Initiating an Honors Contract is the student's responsibility. If a professor does not mention an Honors Contract in class or in the course syllabus, students must first ask if this is an option that is available to them. Introduce yourself (ideally in person) as an Honors Student who is interested in completing an Honors Contract. If the faculty member is willing to support and direct a supplemental Honors project in the course, the student should meet with the faculty member to formulate the specific details of the Honors Contract Proposal. The student should meet regularly with the supervising faculty member to submit work, review progress, and obtain advice and suggestions.

The student must submit a complete final product by the date agreed upon with the supervising faculty member. Students are also required to submit a copy of their completed Honors project to the Honors Program Coordinators at the end of the term in which the Contract is pursued. Finally, the student will be

required to showcase his or her project during the Honors Colloquium at Wright in the semester in which the Contract is pursued.

**11. What are the responsibilities of the supervising faculty member?** The supervising faculty member is responsible for helping the student develop and carry out the Honors Contract. Signing the completed Honors Contract Proposal Form indicates the faculty member's approval of the project scope, objectives, and workload. The supervising faculty member should meet with the student on a regular basis during the semester to further explore the subject matter, to review evidence of progress, and to offer advice and suggestions. Supervising faculty are also expected to participate in Honors Committee meetings and/or faculty development sessions. The supervising faculty member must submit a letter grade for the supplemental Honors project to the Honors Program Coordinators at the end of the semester and complete a brief Honors Contract Evaluation Form for assessment purposes.

**12. Why are students allowed to pursue only one Honors Contract per semester?** Honors Contracts require a significant amount of work for everyone involved: the students, the supervising faculty member, and the Honors Program staff. Honors Contracts will typically require at least three (3) additional hours of student work per week as well as regularly scheduled meetings between students and their supervising faculty members. The Honors Program wants students to succeed in all of their scholarly pursuits and advises students to appropriately allocate their time and energy to academic, extracurricular, and nonacademic pursuits.

**13. What if the project is not ready for presentation at the time the Colloquium is scheduled to take place?** Students may present their projects as works in progress. Talking through one's ideas can be a great way to obtain feedback for the final version of the project report.

**14. What is the due date for the completed supplemental Honors project?** The due date for the supplemental Honors project is determined and agreed upon by the student and supervising faculty member during the proposal process. The student must indicate a final completion date on the Honors Contract Proposal Form. The Wright College Honors Program recommends the last day of instruction as the completion date, however, depending on the project, an earlier deadline may be appropriate.

**15. How are Honors Contracts graded?** The student and faculty member should discuss grading criteria while drafting the Honors Contract proposal. It is the supervising faculty member's prerogative to decide what letter grade or score to assign for the completed Honors project.

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. Grading for the Honors Contract may or may not be separate from grading for the companion course.

The supervising faculty member may decide to include the project grade as part of the course grade or the supervising faculty member may issue two separate grades, one for the supplemental Honors project and one for the course. 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.

Grading for Honors Contracts may include assessment of the process the student engaged in throughout the term (e.g., research process, understanding and application of concepts, communication with the supervising faculty member, etc.) in addition to an evaluation of the final product, at the supervising faculty member's discretion.

**16. Is the grade for an Honors Contract weighted?** The supplemental Honors project will be graded on a standard letter grade scale. The grade for the course is not weighted.

**17. What happens if a student does not earn the required final course grade (final grade)?** If the Honors Student does not earn a 'B' or better on the regular class work, he or she will not receive Honors credit even if all the supplemental work is completed. However, the student will still earn college credit for the course if he or she passes the course.

**18. What happens to a student's course grade if he or she does not complete the Honors Contract?** Honors Contracts have no bearing on whether a student earns a grade for the course. However, as in a typical course, all regularly assigned work must be completed for a student to earn credit in the course. When a student completes the course but does not complete the supplemental project, a regular credit designation will appear on his or her transcript.

**19. Can a student cancel an Honors Contract?** Students may cancel an Honors Contract after 1) meeting with his or her supervising faculty member and discussing the circumstances leading to this decision, and 2) sending an email to the Honors Program Coordinators informing them of the canceled Contract. Cancelling a Contract is strongly discouraged. Your professor has made a commitment in arranging the Honors project with you and mentoring you. A canceled Contract may mean that a professor has voluntarily contributed time, energy and expertise that are now no longer necessary.

**20. Where can students and faculty obtain more information?** If you have questions or would like more information about Honors Contract specifics that were not addressed in this form, please contact your Honors Program Coordinator Dr. Todorovich at [ntodorovich@ccc.edu](mailto:ntodorovich@ccc.edu) or 773-481-8190.

For more information about the Wright College Honors Program, visit our web site at <http://www.ccc.edu/colleges/wright/departments/Pages/HonorsProgram.aspx>