**Guidelines for Honors Contracts**

By completing an honors contract, a student may use a University of New Haven non-honors course to satisfy one honors course requirement. Students may only complete a total of one honors contract. An honors contract cannot be used to fulfill the HNRS 1112, HNRS 4459, or HNRS 4593 requirements. Students should make every effort to enroll in honors courses and not use honors contracts simply for scheduling convenience; however, students pursuing some credit-intensive programs will be more likely than others to need an honors contract to fulfill their honors requirements.

The ideal honors contract project will a) give students the opportunity to develop their own project ideas; b) provide students the opportunity to see the course material from the perspective of another academic discipline; and c) give students the opportunity to practice skills relevant to their academic interests and/or eventual honors thesis project.

Honors contracts entail no award of any additional academic credit, and the project does not affect the student’s grade in the course. To obtain honors recognition for the course the student must understand and satisfy the elements of the honors contract described below.

1. An honors contract is a means to extend the educational experience of a regular course, enabling the course to be counted as an honors course.

2. Before embarking on an honors contract, the student should confirm with their academic advisor that a normal honors course will not fit in their schedule and that a contract is the best path to complete the Honors Program requirements in a timely manner.

3. The student should describe the honors contract process to the instructor of the chosen course and give him or her a copy of these guidelines. The student must obtain **within the first four weeks** of the semester in which the course is offered the signature of the instructor indicating approval of the student’s proposed project. Instructors may decline to be involved in or reject the proposed project, in which case the student would need to modify the project in order to obtain approval or find another course in which to complete an honors contract.

4. The student must find and contact a faculty member in a department or academic discipline different from that of the chosen course who will assist the student in designing an added component or components to the course. The student should describe the honors contract process to this faculty member and give the faculty member a copy of these guidelines. The student should obtain **within four weeks** of the beginning of the semester the signature of this second faculty member indicating his or her approval of the student’s proposed project.

5. The student must submit the accepted and signed Honors Contract Proposal Form to the Honors Program Director **within four weeks** of the beginning of the semester.

6. Honors contract projects can take many forms:

a) A research paper. The topic of the paper should be interdisciplinary in nature and take advantage of the perspectives and methods offered by the disciplines of the two faculty readers. The suggested length is 10-12 double-spaced pages with at least 10-15 scholarly (peer-reviewed) references. Papers should be formatted according to the discipline of the course the student is enrolled in.

b) A creative project plus reflection. Students may create something (data visualization, marketing campaign, work of art or music, poetry collection, digital game, etc.) and then reflect on their creative process. The reflection should be 4-6 pages in length, include at least 5-7 references, and should describe the creative process or methodology, explain the ideas or concepts being explored in the work, and engage with scholarship to place the work in a wider context. At the end of the semester the student should submit both the creative work and the reflection essay.

c) Other types of projects are possible, but contact the Honors Program Director for approval first.

7. Faculty readers may modify the requirements above to suit their expectations and the expectations of their discipline, but radical departures from these guidelines must be approved by the Honors Program Director. The student is responsible for the final editing of the paper to ensure proper grammar, spelling and appropriate style.

8. Although a presentation is not required, students should offer to present the results of their work to their classmates in the original course.

9. The project should be submitted to the course instructor and the second faculty member by the last day of classes. The course instructor and second reader are asked to evaluate the project and determine whether it is ‘honors quality’ work. This is an inherently subjective concept, and faculty members must use their own judgment, but for reference should consider that honors students must maintain a 3.3 GPA to remain in the Honors Program (thus one could say that the project should be at least a B+ or better in terms of quality). The honors contract project, however, should not affect the actual grade of the course in any way. Faculty who have questions about assessment are encouraged to contact the Honors Program Director for assistance.

10. If the project is regarded as worthy of honors recognition, the student should submit the project and the signed Honors Contract Final Approval Form to the Honors Program Director before the last day of exams. Electronic submissions are acceptable.

11. Neither the original course instructor nor the contributing faculty member will receive any remuneration for their participation in an honors contract. Students should keep this in mind when approaching faculty members and composing expressions of gratitude!

**Honors Contract Proposal Form**

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| --- | --- |
| Student Name |  |

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| --- | --- |
| Course #/Sec& Title  |  |

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| --- | --- |
| Course Instructor & Department |  |

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| --- | --- |
| Faculty Reader & Department |  |

|  |  |
| --- | --- |
| Semester/Year |  |

Description of proposed Honors Contract Project

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| --- | --- | --- | --- |
| Signature of Student: |  | Date: |  |

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| --- | --- | --- | --- |
| Signature of Course Instructor: |  | Date: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of Faculty Reader: |  | Date: |  |

**SUBMIT FORM TO**:

**Dr. Matt Wranovix, Honors Program Director**

**Gate House, Room 201 or** **mwranovix@newhaven.edu**

**Honors Contract Final Approval Form**

|  |  |
| --- | --- |
| Title of Project |  |
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I have read the paper submitted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_for fulfillment of the Honors Contract. This paper is worthy of honors recognition and the student should receive honors credit.

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| --- | --- | --- | --- |
| Signature of Course Instructor |  | Date: |  |

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| --- | --- | --- | --- |
| Signature of Faculty Reader |  | Date: |  |

**DELIVER FORM TO**:

**Dr. Matt Wranovix, Honors Program Director**

**Gate House, Room 201 or** **mwranovix@newhaven.edu**