



Honors Program



## Honors Class Contract

Student: \_\_\_\_\_ ctclink ID #: \_\_\_\_\_

Student Email: \_\_\_\_\_

Student admitted to Honors program? \_\_\_\_\_ Current EvCC GPA: \_\_\_\_\_

Instructor: \_\_\_\_\_ Instructor Email: \_\_\_\_\_

Course Name and Number: \_\_\_\_\_ Section #: \_\_\_\_\_ Quarter: \_\_\_\_\_

***If approved and fulfilled, this contract converts a transfer-level class into an Honors class for the contracting student. Fulfillment requires satisfactory completion of additional Honors-level coursework or project specified below, with oversight and rigorous assessment by the contracting instructor.***

\*Student should meet with instructor to discuss ideas and agree on scope and details of assignments/project prior to completing this form. It is recommended the student complete the form as much as possible and the instructor follow up with details on expectations of rigor (including a rubric), suggested due dates, and criterion areas.

Please outline the additional work or project to be done by the student to justify converting this class to an Honors class. Please be specific. Be as detailed as possible outlining how the work deepens the course to a 300-400 level compared to the 100-200 level course.

Specify stages or approximate dates on which student and instructor will be meeting to check on progress of work and what work student will have completed by each of those dates and final completion date:

For each of the following four criteria for Honors class contracts below, check those that apply and explain how the project or other additional work proposed will meet each criterion selected. Attach additional pages and rubrics as needed. ***Not all criteria need to be satisfied, but areas checked must include explanation to justify the criteria.***

To be completed by Instructor:

Broader or interdisciplinary view of a topic/issue
Deeper study or view of a topic/issue
Experiential work
Represents work typically done by a professional in this field of study

How will the student's additional work or project be assessed? Please be specific as to your assessment criteria and standards (attach a rubric).

This contract must be submitted to the Honors Program Director by the 10<sup>th</sup> day of the quarter for which it applies. Notice of whether the student satisfactorily completed the requirements of the contract must be submitted to the Honors Program Director by the 1<sup>st</sup> day of the quarter following. In signing below, the student agrees to complete the work specified and the instructor agrees to oversee that work, advise and mentor the student during the quarter and assess the work submitted by the student using rigorous standards and assessment criteria specified in this contract.

**Student (sign):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Instructor (sign):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**A faculty peer must sign-off on the contract before it is submitted.** The faculty peer’s signature indicates that he or she has read the contract and agrees that the additional work or project proposed goes beyond what is normally required in the course, satisfies criteria for Honors classes and should be considered legitimate Honors-level work in this course.

Faculty Peer: \_\_\_\_\_ Faculty Peer email: \_\_\_\_\_

**Faculty Peer (sign):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NOTE:** Faculty will be compensated upon completion of the student’s contract work. If the student does not complete their work because the student has withdrawn from the class, then the faculty member’s compensation will be pro-rated. If the student receives an Incomplete for the class, the faculty member will be compensated upon notification that the student has completed the class and the project. Note that the HN designation is independent of the student’s course grade.

Do Not Write Below This Point—Honors Program Office Only	
_____	Received by Honors Program receipt e-mailed to student/instructor
_____	Notification of completion due from instructor (1 <sup>st</sup> day of following quarter)
_____	Notification received from instructor. Satisfactorily completed: yes no
_____	Enrollment services notified of contract fulfillment and asked to transcript
_____	Student’s fulfillment of Honors credit recorded in data bank. # of credits _____ DTA distribution area: _____