

## Honors Contract Information Sheet

**Contract Due in the Honors Office by Monday, September 15, 2014**

Contracting for Honors credit enables students to earn Honors credit by incorporating an Honors component within a regularly offered class.

### HONORS CONTRACT STATEMENT OF POLICY

1. First-year students may not contract a course for honors credit without special permission from the Honors Program, obtained in an advising meeting.
2. 1000-level general education classes may not be contracted for honors credit. Exceptions to this policy will be made for students enrolled at the U of M Lambuth campus.
3. Contracts are designed primarily for upper-division courses; however, lower-division course contracts will be considered in areas where enrollments are not sufficient to support Honors sections.
4. Honors contracts may not be added to the following types of courses: classes that carry less than 3.0 credit hours, internships, study abroad, emerging leader courses, resident assistant courses, and pass/fail courses.
5. Only faculty members, including full-time instructors, may sponsor a contract. Students submitting contracts signed, or largely supervised, by a teaching assistant or other non-faculty member will be denied Honors credit for the course.
6. Students will earn honors credit if they complete the Honor contract work satisfactorily and earn a grade of A or B in the course. If the course is graded plus/minus, a grade of "B-" is insufficient.
7. Once a student undertakes two contracts without completing either, he or she is not eligible for further contracts.

### HONORS CONTRACT APPROVAL PROCESS

Approval requires endorsement by the following:

- The course instructor and the student,
- The departmental chairperson or the departmental honors coordinator, as appropriate
- The Director of the Honors Program.

**Step 1.** Discuss your idea with the instructor for the course. This step should ideally be undertaken the semester prior to enrollment, as you are developing your course schedule for the next semester.

**Step 2.** Following your initial discussion, formalize your ideas by completing the Honors Contract Form. Students should take responsibility for writing up the terms of the contract following an agreement with the instructor. The instructor's signature indicates his or her endorsement of the contract.

**Step 3.** Make certain the form is signed by **you**, the **instructor**, and either the instructor's **department head or the departmental honors coordinator**. (See the following page for a list of departmental honors coordinators.)

**Step 4.** Deliver your signed contract to the Honors Program Office before the due date.

## **DEPARTMENTAL HONORS COORDINATORS**

Several academic departments/colleges have appointed Departmental Honors Coordinators to review and approve ALL honors contracts for courses within the academic unit. The departments and the honors coordinators are below:

Fogelman College of Business & Economics—Dr. Irvin Tankersley  
Department of Anthropology—Dr. Ross Sackett  
Department of Architecture/Interior Design—Prof. Michael Hagge  
Department of Criminal Justice- Mary Tucker  
Department of English—Dr. Kathy Lou Schultz  
Department of Foreign Languages & Literatures—Dr. William Thompson  
Department of History—Dr. Chrystal Goudsouzian  
Department of Mathematical Sciences—Dr. James Campbell  
Department of Political Science—Dr. Matthias Kaelberer  
Department of Psychology—Dr. Melloni Cook  
Department of Sociology—Dr. Junmin Wang  
Department of Theatre—Prof. Anita Lenhart  
University of Memphis, Lambuth Campus—Dr. Paul Mego

The approval of the instructor's departmental chairperson is required if the department does not have a designated honors coordinator.

## **CRITERIA FOR HONORS CONTRACTS**

Honors contracts ideally represent "something different" rather than "something more." Thus, substitutions for normal course requirements are encouraged more so than the additional assignments for quantitative enhancements such as "longer papers," "additional reports," etc. Where additional work is called for, it should be justified in fulfillment of some larger learning objective. Wherever possible, Honors students should share the results of their work with the class in the form of an oral presentation, a bibliography or other type of class hand-out, a poster session, etc. Other suggestions are detailed below.

1. Where the course calls for a research paper, an Honors paper might be differentiated in terms of use of primary sources, the incorporation of a substantial literature review that connects the topics to broader issues in the field, and the inclusion of primary data derived from student research (oral histories or other interviews, statistical analysis, laboratory experimentation), etc.
2. Where additional readings or reports are indicated, it is best that these readings or reports be synthesized as part of a larger Honors component. For example, a paper involving a comparison/contrast of regularly assigned readings with the specially selected readings would be Honors-justified based on the synthesis of readings, rather than the additional readings per se. Such a project could be presented either in the form of a paper or as a set of questions that might be addressed through an oral report for the class or a tutorial with the instructor.
3. The inclusion of a field work component, extended laboratory experience, journal keeping, etc. might be incorporated in a specialized examination that would take the place of a regular examination.
4. For courses involving creative experience, students might discuss the rationale, significance, meaning, etc. of their work with the class as a whole when this contribution would not normally be expected of all students.

## **COMPLETION PROCEDURE**

1. A confirmation of contract approval email will be sent to students by mid-semester.
2. An email will be sent to students contracting for honors credit approximately 3 weeks before the end of the semester requesting that the student advise the Honors Program if they have withdrawn from the contracted class, or decided not to complete the contract.
3. Approximately one week before the end of the semester an email will be sent to the course Instructor requesting confirmation that the contract has been completed with a **B** or above in the course.
4. When the confirmation of contract completion has been received by the Honors Program, the transcript office will be notified to insert the HONORS designation for the course on the student's transcript.

**Course & Section:** \_\_\_\_\_ **Credit Hours:** \_\_\_\_\_ **Semester/Year:** \_\_\_\_\_  
(*ex: ENGL 1101- 001*)

Student: \_\_\_\_\_ UUID: \_\_\_\_\_

Student Phone: \_\_\_\_\_ Student Email: \_\_\_\_\_@memphis.edu

Instructor: \_\_\_\_\_ Instructor's Email: \_\_\_\_\_@memphis.edu

1. What is the rationale for taking this course on a contract basis?

2. Describe the Honors component of the course, discussing both the nature of the project and the way in which this project constitutes "Honors." Be as specific as possible in describing what it is you will do, including references to specific readings and/or methodologies where appropriate. You may attach additional materials, such as a bibliography, outline, etc. to lend additional detail.

3. How does the Honors component differ from normal course expectations? Will the Honors component substitute for a regular course requirement?

### Signatures of Agreement and Approval

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Faculty Signature

Approved by:

\_\_\_\_\_  
Instructor's Department Head or Departmental Honors Coordinator

\_\_\_\_\_  
Hardin Honors Director