



HONORS COLLEGE

REQUEST FOR LETTER OF RECOMMENDATION

As a service to our students and upon request, the Bowers Honors College prepares letters of recommendation. Since letters of recommendation are important, we encourage you to request letters of recommendation from faculty with whom you have worked closely.

A minimum of TWO WEEKS NOTICE is required for letters of recommendation.

Who within the Honors College office would you like to have write this letter of recommendation?
(If you do not specify, your letter will go out with the Dean's signature.)

Name: _____ SAM ID: _____
E-mail: _____ Phone: _____
Major(s): _____ Minor(s): _____
SHSU GPA: _____ Expected Graduation date: ☐ Spring ☐ Fall ☐ Summer 20____

This recommendation is for the following purpose (scholarship, job, school, etc.):

When is the recommendation due? ____/____/____

This recommendation should be addressed to:

Name: _____ Title: _____
Address: _____ City: _____ State: ____ Zip: _____

☐ I will pick up the letter ☐ Please mail this letter to the address given above

Please attach:

- ❖ A brief description of any applicable work experience you have
- ❖ Any extracurricular activities you have been involved with during your academic career. (i.e. volunteer work, sports, offices held, organizations, etc.)
- ❖ Specifically address issues asked for on your application so the letter will be relevant.

Please attach your transcript.



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COURSE CONTRACT FACTS

Honors Courses

The Elliott T. Bowers Honors College at Sam Houston State University offers enhanced educational opportunities to its participants, including organized freshman and sophomore level courses in English, History, Political Science, Kinesiology, Integrated Sciences, and Psychology. Four Honors Seminar classes are offered providing a course content that is often challenging and integrates in-depth papers and oral presentations in an effort to provide students with research experience.

Students also have the option of contracting courses in order to receive honors credit, which is particularly beneficial to transfer students or those entering the Honors College at the sophomore level and have completed their core curriculum requirements. Contracting allows students to receive honors credit for upper level courses within their major and minor.

Contracting

In order to contract a course for honors credit, the student and the professor decide what requirements, in addition to the regular course work, should be fulfilled to earn honors credit. Typically, the student is expected to more actively participate in the class, i.e. read extra assignments, teach one or more class periods, complete a research project, assist in labs, tutor other students, etc. The possibilities are unlimited. The additional expectations are left entirely to the discretion of the professor.

Our basic objective with honors contracting is that students have an “honors experience” in the course. The student’s experience should go beyond the normal course requirements to provide either a broader or deeper understanding of the course content. In other words, the student should have a more intense educational experience than would normally be the case. The student would also be expected to interact more closely with the professor. In many ways, our current campus practice of allowing graduate students to take a 400-level course for graduate credit serves as a model for the honors contracting idea.

Certification

The Honors Course Contract form is used to formalize the agreement between the instructor and the student. After the form is completed, it is kept on file in the Honors College Office. It must be signed by the student, instructor, department chair, and the Honors College Dean. At the end of the semester, the instructor completes the Honors Course Contract Certification form and sends it to the Honors College Office. If the students successfully completed the contracted requirements and received an “A” or “B” in the course, the student’s achievement will be noted on the transcript by an “H” following the appropriate course.