

## Guidelines for Faculty in Designing Honors Add-on Sections and Individual Contracts

The Honors Program is interested in ensuring a genuine Honors experience in all Honors courses. Honors add-on sections and Individual Honors Contracts (IHC) should enrich and deepen the course experience through a variety of assignments that are integrated into the course throughout the entire semester. An end-of-semester paper or project, or assignments that simply require additional work without extending upon course content do not meet this objective. For Honors add-on sections, the Honors assignments, including how they will be factored into the final grade, should be clearly described in a separate Honors syllabus or addendum to the regular section syllabus. It is strongly recommended that one or two graded Honors assignments be given before the final section change deadline 8 weeks into the semester. These measures ensure that students have a clear understanding of the Honors requirements early in the semester.

Individual Honors Contracts enable enriched exploration of material in advanced (300/400 level) courses for which Honors sections are not offered. An IHC ideally includes a variety of assignments that are integrated into the course throughout the entire semester.

In addition to the standard requirements for the course, the Honors add-on or Individual Honors Contract must include several of the following:

- Regularly scheduled meetings with the faculty member throughout the semester in addition to the standard class meeting times to discuss the Honors work assigned for the course. Faculty interaction with students is a key element of the Honors experience.
- Two to three short writing assignments in addition to a final paper. Short assignments can lead up to a final writing assignment or can explore more specific course topics.
- Additional readings and oral presentations. Having students do extra reading followed by an oral presentation to the class enables all the class to benefit from the additional readings.
- Additional lab work with accompanying readings and discussion.
- Attendance at outside of the classroom enrichment activities. For example, students might be required to attend a theater production, a trade show, or a museum and write a short response or report back to the professor or class about the experience.
- A journal that leads up to a final project or paper, combined with regular meetings with the faculty member to discuss the journal and evaluate progress toward the final paper or project.
- Additional components may be included upon approval of the Honors Program.
- The Honors component should not be treated as extra credit, and sufficient weight should be allocated to the Honors assignments so that poor performance on this work impacts the final course grade (having the Honors component count for twenty-five percent of the final grade is an appropriate benchmark). Students who initiate an Individual Honors Contract agree that they will be graded for their work as a whole in the Honors course being created.

Individual Honors Contract applications that do not clearly describe Honors work consistent with the above guidelines and clearly specify how the Honors work will be factored into the course grade will be returned to the student. **Applications will not be accepted for introductory (100/200) level courses.**

**IHC SUBMISSION DEADLINE:** Fall or Spring Semester: **5:00 PM on the second day of classes.** Winter and Summer Sessions: before the 1<sup>st</sup> day of classes. For Study Abroad courses, Individual Honors Contracts must be submitted BEFORE departing for the program.

[Application for Individual Honors Contract](#)

Submit to the Director of the Honors Program, 186 S. College Avenue. Late requests will not be accepted. There is no guarantee that the Honors Program Director will approve this request. Please submit the request as early as possible in case revisions are necessary or the request is denied and alternate course plans are needed.