



## HONORS CONTRACTS

Honors Contracts allow Honors students to earn Honors credit in non-Honors courses at Anna Maria College. A student works with their professor to design additional research, writing, or a creative project worthy of Honors credit. Honors Contracts enrich and expand the student's depth of knowledge while encouraging collaboration and exploration beyond the standard coursework.

### THE HONORS CONTRACT TIMELINE

- **First 2 weeks of the term**
  - Student meets with their professor to develop their Honors Contract project and prepare their proposal.
  - Student completes and submits proposal details via the [Honors Contract Proposal form](#) on the Honors Program webpage
  - The Honors Program Director reviews submitted proposals.
    - If approved, the student and professor will be notified.
    - If rejected, the student will receive feedback with the possibility to revise and resubmit.
- **Honors Contracts must be approved by the end of Week 3!**
- **Weeks 4-14 of the term**
  - Student completes their Honors Contract project and submits to their professor by **the end of Week 14.**
  - Faculty must approve Honors Contract completion by the time grades are submitted for the semester and notify the Honors Program Director by submitting the [Honors Contract Completion Form](#) on the Honors Program webpage.<sup>1</sup>

### WHAT IS "HONORS-WORTHY"? [A CHECKLIST]

The following questions should help guide students and faculty in determining if an Honors Contract is honors-worthy:

- Is the proposed project clearly connected to the learning objectives of the course?
- Is the project something both student and faculty believe is academically worthwhile to undertake and complete?
- Is the content, scope, and aim of the project clearly defined?
- Are the parameters of the final project clearly defined?
- Are the evaluation criteria clearly established?
- Does the proposed project require additional work that is **10%-15%** more than the course's standard workload?
- Is this an assignment that can be completed, submitted, and assessed within 14-weeks during the semester?

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<sup>1</sup> Please note that for an 8-week accelerated online course, the student is responsible for completing the Honors Contract Proposal and submitting it to the Honors Director by the end of the first week of classes. Additionally, the student must complete the project and submit it to their professor by the end of Week 8.

## GENERAL POLICIES

- Whether or not a student can do an Honors Contract in a class is at the discretion of the instructor of the class.
- Students should establish the contracts with full-time faculty.
- The conditions of the contract (i.e. the additional work) should be developed by the student and instructor of the class and must be approved by the Director of the Honors Program.
- If a student fails a required course (ENG 103 and 104, for example), the student cannot take that class with an Honors Contract, but must wait until the next time it is offered with an Honors section and then take it.
- Students must earn a B- grade or higher in the course to be eligible for Honors Contract credit.
- If a student passes a class in which they have done an Honors Contract, but does not pass the contract requirements, the student has one chance to remediate the project with the instructor. If the student does not remediate the project, they have forfeited the opportunity to complete an Honors Contract for that course.
- Students may do up to four Honors Contracts for Academic points during their time as an undergraduate.
- The Honors Contract is an extra project and should *not* have any effect on the student's overall grade for the course. The student should be graded on course assignments and requirements alone.
- An Honors Contract project does not receive its own grade. When reviewing an Honors Contract project, faculty assess whether or not the submitted project meets what was outlined in the proposal.
- A student may not complete an Honors Contract for an independent study.
- Honors Contracts must be completed within the academic term they are proposed.
- The student is responsible for completing and submitting forms to the Director of the Honors Program prior to the stated deadlines—[Honors Contract Proposal Form](#) at the beginning of the semester and the [Honors Contract Completion Form](#) by the end of the semester.

## QUESTIONS

If you have any questions regarding Honors Contracts, please contact Dr. Craig Blais, Director of the Honors Program at [cblais@annamaria.edu](mailto:cblais@annamaria.edu) or (508) 849-3605.