HONORS CONTRACT GUIDELINES – Enrichment

Cal State LA Honors College

What is an Honors Contract?

An Honors Contract provides an enriched experience in an existing course by giving a student the opportunity to do independent work and to deepen their knowledge of the subject matter. The Honors Contract allows a student to:

- Explore subjects in greater depth
- Explore interdisciplinary connections
- Critically engage and constructively challenge primary and secondary source material
- Explore connections between academic content and the community or workplace
- Conduct undergraduate research
- Work with a faculty member

Activities for Honors Contracts associated with an existing course may include one or more of the following: summarizing and synthesizing advanced readings, producing annotated bibliographies, writing book reviews, giving presentations to the campus or community, organizing a conference or an event, writing advanced research papers, leading class discussions.

Applying for an Honors Contract—Enriched Study

Students interested in preparing and submitting an Honors Contract for enriched study in an existing course should contact the instructor at the beginning of the semester. If the instructor agrees to the possibility of an Honors Contract, the student should arrange to meet and consult with the instructor as soon as possible. Generally, the procedure for preparing and submitting an Honors Contract is as follows:

1. After consultation with the instructor, the student should prepare the Honors Contract and attach a course syllabus and an Honors Contract Proposal detailing the enrichment work that will be completed and how the enrichment work will be factored into the final course grade (see note below).
2. Once the Honors Contract and attached documents have been approved by the instructor, the student should submit the completed package to the Honors College no later than the end of the second week of the semester.
3. Before the end of Week 15, students must submit the Honors Contract Completion Verification to the course instructor for final approval. Students must attach a copy of their Honors-level coursework completed in the course.

Note: When enrichment work supplements existing course requirements, completing the terms of the contract should only affect the decision to award or withhold the honors designation, and not influence the course grade. When the enrichment work is integrated with or replaces existing course requirements, the agreement may be reflected, as well, in the final earned grade for the course. This decision is at the discretion of the faculty and must be made explicit in the original contract.
Please attach the following to the Honors Contract and submit to the Honors College *no later than the end of the second week of the semester*. 

1. Course syllabus  
2. Description of the additional enrichment work that will be completed for the Honors contract.  
3. 250 word explanation of the following: What you hope to learn/discover? What disciplinary questions or issues will you address? How does the proposed work connect to Honors College learning outcomes (please specify learning outcomes addressed)?  
4. Explanation of how the Honors work will be factored into the final grade, including a percentage chart if different from regular syllabus  

Additionally, you must submit an Honors Contract Completion Verification at the end of the semester in which the work is completed. This document must be signed by the course instructor and submitted to the Honors College *no later than the end of Week 15.*
Honors Contract – *Due End of Week 2*

**Type of Honors Contract (Complete One)**

- □ Honors Elective ____________
- □ Other ____________

**Applicable for:**

______________________________

*semester/year*

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*Note: Honors Contract Completion Verification is due end of Week 15.*

**Student Information**

Name: ____________________________________________  CIN: ________________________________

Major: ____________________________________________  Telephone: __________________________

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**Course Information (Course taken to satisfy Honors College requirement)**

Course Name (Dept. and Number): ______________________________  Section Number: __________________

Course Title: ______________________________

Instructor Name: ______________________________

Please attach the appropriate supplementary documents to this contract request.

Student Signature ________________________________  Date __________________________

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**Instructor Approval**

Effect of enrichment work on grading (check one):

- □ None (enrichment work is supplemental)
- □ Integrated (enrichment work integrates with or replaces existing course requirement). If choosing this option, describe the breakdown of the course grade that includes enrichment work in attached narrative.

Instructor Signature ________________________________  Date __________________________

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**Department and College Approvals**

Honors College Signature ________________________________  Date __________________________
Honors Contract Completion Verification - Due End of Week 15

Applicable for: __________________________ term/year

Student Information
Name: ___________________________________ CIN: __________________________
Major: ___________________________________ Telephone: ______________________

Course Information (Course taken to satisfy Honors College requirement)
Course Name (Dept. and Number): ___________________ Section Number: __________
Course Title: __________________________________
Instructor Name: ______________________________

Supplementary Material
Attached is a copy of my Honors-level coursework completed. I verify that I have met the requirements outlined in my Honors Contract for this course.

Student Signature __________________________________ Date ____________________

Instructor Approval
☐ Student has successfully completed the Honors Contract requirements.

Instructor Signature __________________________________ Date ____________________

Honors College Approval

Honors College Signature _______________________________ Date ____________________