Spring 2014
Honors Contract

Students must return the signed & completed Honors Contract to A1-N by
Friday, February 7th @ 5pm
(NO EXCEPTIONS)
WHAT IS AN HONORS CONTRACT?

An Honors Contract is a signed agreement between a professor and a student in a regular (non-honors) section, concerning a mutually designed and enriching experience of the course curriculum. The agreement specifies honors level objectives and tasks to be completed by the student in addition to the objectives of the regular class (Reverse Side: Honors Level Attributes of the Contract). Unit credit remains the same as for a regular class. Honors Contracts can be formed from transferable courses that are 100-level course or higher and are not online and are not short-term classes less than 16 weeks.

WHAT ARE THE BENEFITS?

As well as the intrinsic educational benefit that students get from the investment of more effort, especially when they are challenged to test the limits of their abilities, there are many advantages to the use of Honors Contracts by the college community.

1. The span of honors experiences can be extended to all courses and all departments, depending only on the willingness of the students and faculty to participate.
2. Contracts can provide creative options such as more intense work in the major, special projects in the science laboratory, the university library, or consultative research in business, industry or local governmental agencies.
3. Honors Contracts are indistinguishable from honors sections on the student’s official transcript, and therefore fulfill requirements of the numerous honors transfer agreements and alliances that we enjoy with leading four-year institutions.

HOW DOES IT ALL WORK?

Students are responsible for moving the process through its four steps.

1. You, the student, must inform the Honors Office in A1-N of your intention to do a contract.
2. You must come to an agreement with your professor to do the contract together, and help to select and/or compose at least five “honors level attributes” as goals of the work. Each party keeps a copy of the contract guidelines.
3. Students must return the yellow form with both sides completed to A-1-N by date on front cover.
4. You will receive an email that will give you a link to register to the program database formally. You must follow the link and answer the questions or else you may be dropped from your honors course. This step also assures you give us a valid email address.

With this step complete, a brand new course is created, including a new Course Reference Number (CRN) and a title beginning with “Honors”. Students are then administratively transferred into the new course and dropped from their original course.

Once the honors contract has been processed, students CANNOT drop an honors contract and re-add the original non-honors course. Students must drop the course completely or continue in the honors section.

ADDITIONAL QUESTIONS?

First try us at the Honors Office, A1-N, 388-3512, bvalenzu@sdccd.edu
The Honors Contract enriches a regular, non-honors course throughout the span of a semester by establishing a clear distinction in rigor, depth, intensity, cross- or interdisciplinary character, and/or innovative teaching/learning modalities. As a general guideline, students may anticipate an investment of 1/4 to 1/3 more effort in earning honors credit, which is duly noted on the official transcript.

This specific contract commits professor and student(s) to realizing the aforementioned goals, and to achieving the objectives set out in a new honors syllabus (to be completed by week 5).

The goal of this contract is to stimulate and enrich the teaching/learning experience for both faculty and students by incorporating a number of the following honors attributes (each presumes a comparison to a regular, non-honors course).

**Professor and Student(s): Circle at least five numbers. Feel free to add others.**

1) higher degree of student participation and involvement in the class  
2) higher standards of performance than expected of non-contract students  
3) more advanced supplemental reading, especially of primary sources  
4) more opportunities for writing, and at a higher standard  
5) more opportunities for student presentations to class or campus audiences  
6) stronger enhancement of skills in critical thinking, analysis and interpretation  
7) greater depth and/or breadth of subject matter, especially requiring synthesis of different perspectives or points of view  
8) more opportunities for research, particularly when student-conceived  
9) use of resources or consultants from beyond the campus itself, such as university libraries or interactions with business or industry personnel  
10) opportunities for publication or public presentation of work  
11) integration of concepts and information from a variety of sources and experiences, particularly in cross- or interdisciplinary contexts  
12) community-based experiences: field trips, interviews, cultural events  
13) leadership in the classroom: leading study groups, leading class discussion, assisting faculty in preparation and delivery of instructional material  
14)  
15)  
16)  
17)  

These Honors Attributes are to be used as a guide for the professor to create a new syllabus by the week 5 deadline. The above selections are what the student will be doing to enhance the class experience, but the syllabus should also elaborate how the student will be accomplishing and be evaluated on these Honors goals.
Professor Copy: Important information and Syllabus requirements

Things you may want to ask when screening your potential honors contract student.

- Have the student(s) provide an unofficial copy of their academic record.
- Things to look for: G.P.A., transferable courses and grades, or any excessive incompletes or withdrawals.
- Honors recommends a minimum of 3.25 G.P.A., but it is up to your discretion as the professor to give the student(s) the opportunity to do a contract based on enthusiasm, motivation, or your perception of their ability to complete the contract requirements. The Honors Program believes in allowing students who have not met the G.P.A. requirement to have an opportunity to demonstrate their potential.

Professor: Please submit either by the end of week 5:

1) a regular, non-honors syllabus with bold or underlined “honors” insertions in appropriate areas: e.g. objectives, assigned texts/readings, special activities, professor/student consultation schedule, methods of evaluation...OR

2) an “honors addendum” attached to the regular non-honors syllabus summarizing the honors components of the contract.

Model honors syllabi are available from The Honors Program office (A1N) or by your campus honors coordinators:

- Kelly Mayhew (388-3136)
- Sarah Pitcher (388-3606)
- Hector Martinez (388-3585)
HONORS CONTRACTS – PROFESSOR COPY

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ADDITIONAL QUESTIONS?
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More complicated questions? Try Hector Martinez, C-223, 388-3585, hmartine@sdccd.edu
HONORS LEVEL ATTRIBUTES – PROFESSOR COPY

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7) greater depth and/or breadth of subject matter, especially requiring synthesis of different perspectives or points of view
8) more opportunities for research, particularly when student-conceived
9) use of resources or consultants from beyond the campus itself, such as university libraries or interactions with business or industry personnel
10) opportunities for publication or public presentation of work
11) integration of concepts and information from a variety of sources and experiences, particularly in cross- or interdisciplinary contexts
12) community-based experiences: field trips, interviews, cultural events
13) leadership in the classroom: leading study groups, leading class discussion, assisting faculty in preparation and delivery of instructional material
14) ______________________________________
15) ______________________________________
16) ______________________________________
17) ______________________________________

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**HONORS CONTRACT: Semester__________ Year__________**

Please Complete All Required Information **LEGIBLY**. Contracts without signatures will **NOT** be processed.

<table>
<thead>
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<th>Original Course number and title:</th>
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<td>Original Course CRN:</td>
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<td>Professor: (Last name, First name)</td>
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<td>Professor’s E-mail Address:</td>
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<td>Campus (City/ ECC/ Military Base):</td>
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<td>Class Meeting time and room #:</td>
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<td>Course utilizes Blackboard? (Please circle)</td>
<td>Y / N</td>
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**Student Information:** (attach additional sheet if necessary)

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<th>Signature</th>
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**To the Professor:**

By signing this contract, I agree to submit an honors syllabus to the honors office by the end of the **FIFTH** week of classes.

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**FOR ADMINISTRATIVE PURPOSES ONLY – DO NOT WRITE IN THIS BOX**

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<th>Recorded:</th>
<th>CRN Req:</th>
<th>Drop/Add:</th>
<th>New Honors CRN</th>
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