



The English Honors Program

The University of Memphis
The Department of English
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Contracting for Honors Credit **Contract Due in the English Honors Office (Patterson Bldg. #230) by the 3rd** **Friday* of the Semester**

Contracting for Honors credit enables students to earn Honors credit by incorporating an Honors component within a regularly offered class.

Contracting at the lower division: Students are encouraged to enroll in Honors sections of lower division courses when these courses are regularly offered. It is the philosophy of the English Honors Program that the group experience in an Honors class is preferable to the contract approach at the lower division. Accordingly, we discourage students from contracting general education courses, a large number of which are regularly offered with Honors sections. However, for those courses that do not typically offer an Honors section, contracting is allowed when a particular course demonstrably meets the student's overall academic objectives.

Getting your Honors contract approved - Approval requires endorsement by the following:

- The course instructor and the student,
- The English Department chair,
- The English Honors Director

Step 1. Discuss your idea with the instructor for the course. This step should ideally be undertaken the semester prior to enrollment, as you are developing your course schedule for the next semester.

Step 2. Following your initial discussion, formalize your ideas by completing an "Honors contract." Students should take responsibility for writing up the terms of the contract following an agreement with the instructor. The Honors contract (application form) and guidelines for contract development are attached. The instructor's signature indicates his or her endorsement of the contract.

Step 3. Make certain the form is signed by the department chairperson and the department Honors Director, the instructor, and you.

Step 4. **No later than the 3RD Friday of the semester in which you intend to contract (1st Friday for those contracting during the summer), deliver your signed contract to the English Honors Program Office.** It is to your advantage to complete this step as soon as possible, since you may be required to make revisions to the contract.

Contracts that appear to be last minute efforts to gain Honors credit will generally not be well received. Contracts that arrive after the deadline will be considered only at the discretion of the English Honors Director.

**** Please retain this sheet for your records****

Criteria for Honors Contracts:

Honors contracts ideally represent “something different” rather than “something more.” Thus, substitutions for normal course requirements are encouraged more so than the additional assignments for quantitative enhancements such as “longer papers,” “additional reports,” etc. Where additional work is called for, it should be justified in fulfillment of some larger learning objective. Wherever possible, Honors students should share the results of their work with the class in the form of an oral presentation, a bibliography or other type of class hand-out, a poster session, etc. Other suggestions are detailed below.

1. Where the course calls for a research paper, an Honors paper might be differentiated in terms of use of primary sources, the incorporation of a substantial literature review that connects the topics to broader issues in the field, and the inclusion of primary data derived from student research (oral histories or other interviews, statistical analysis, laboratory experimentation), etc.
2. Where additional readings or reports are indicated, it is best that these readings or reports be synthesized as part of a larger Honors component. For example, a paper involving a comparison/contrast of regularly assigned readings with the specially selected readings would be Honors-justified based on the synthesis of readings, rather than the additional readings per se. Such a project could be presented either in the form of a paper or as a set of questions that might be addressed through an oral report for the class or a tutorial with the instructor.
3. The inclusion of a field work component, extended laboratory experience, journal keeping, etc. might be incorporated in a specialized examination that would take the place of a regular examination.
4. For courses involving creative experience, students might discuss the rationale, significance, meaning, etc. of their work with the class as a whole when this contribution would not normally be expected of all students.

COMPLETION PROCEDURE:

1. A confirmation of contract approval email will be sent to students by mid semester.
2. An email will be sent to students contracting for honors credit approximately 3 weeks before the end of the semester requesting that the student advise the Honors Program if they have withdrawn from the contracted class, or decided not to complete the contract.
3. Approximately two weeks before the end of the semester an email will be sent to the Instructor, listed on the contract, requesting certification that the contract has been completed with a **B-** or above in the course. **Professors are expected to return the form immediately but some contracts may not be completed until the end of the semester.**
4. When the certification of contract completion has been received by the English Honors Program, the transcript office will be notified to insert the HONORS designation for the course on the student’s transcript.

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Contract Due by the 3rd Friday of the Semester* to Patterson Bldg., Rm. #443.

(Please print) (If additional space is needed, please attach an extra sheet).

Course & Section: _____ **Credit Hours:** _____ **Semester/Year:** _____
(*ex: ENGL 1101- 001*)

Student: _____ **UUID:** _____

Student Phone: _____ **Student Email:** _____@memphis.edu

Instructor: _____ **Instructor's Email:** _____@memphis.edu

1. What is the rationale for taking this course on a contract basis?

2. Describe the Honors component of the course, discussing both the nature of the project and the way in which this project constitutes "Honors." Be specific in describing what you will do, including references to specific readings and/or methodologies where appropriate. You may attach additional materials, such as a bibliography, outline, etc. to lend additional detail.

3. How does the Honors component differ from normal course expectations? Will the Honors component substitute for a regular course requirement?

Signatures:

Student _____

Instructor _____

English Dept. Chair's Signature _____

English Honors Director's Signature _____