

## Honors Contract Information Sheet

**Fall 2019 Contracts Due in the Honors Office (105 Honors Hall) by Friday, September 13, 2019**

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

### HONORS CONTRACT STATEMENT OF POLICY

1. First-year students may not contract a course for honors credit.
2. 1000-level classes may not be contracted for honors credit. Exceptions to this policy will be made for students enrolled at the U of M Lambuth campus.
3. Contracts may not be added to courses that are offered in honors sections.
4. Honors contracts may not be added to the following types of courses: classes that carry less than 3.0 credit hours, internships, study abroad, independent study/research, and pass/fail courses.
5. Only faculty members, including full-time instructors, may sponsor a contract. Students submitting contracts signed, or largely supervised, by a teaching assistant or other non-faculty member will be denied Honors credit for the course.
6. Students will earn honors credit if they complete the Honor contract work satisfactorily and earn a grade of A or B in the course. If the course is graded plus/minus, a grade of "B-" is insufficient.
7. Once a student undertakes two contracts without successfully completing either, he or she is not eligible for further contracts.

### STUDENT RESPONSIBILITIES

Students are expected to ensure full compliance with and understand the terms of an honors contract. Students should meet regularly with their instructor to report on progress toward completing their projects.

### HONORS CONTRACT APPROVAL PROCESS

Approval requires endorsement by the following:

- The course instructor and the student,
- The departmental chairperson or the departmental honors coordinator, as appropriate
- The Director of the Honors College.

**Step 1.** Discuss your idea with the instructor for the course. You and your instructor must agree on the project proposal and timeline for completion.

**Step 2.** Following your initial discussion, formalize your ideas by completing the Honors Contract Form. Students should take responsibility for writing up the terms of the contract following an agreement with the instructor. The instructor's signature indicates his or her endorsement of the contract.

**Step 3.** Make certain the form is signed by **you**, the **instructor**, and either the instructor's **department head or the departmental honors coordinator**. (See the following page for a list of departmental honors coordinators.)

**Step 4.** Deliver your signed contract to the Honors Office before the due date.

### DEPARTMENTAL HONORS COORDINATORS

Several academic departments/colleges have appointed Departmental Honors Coordinators to review and approve ALL honors contracts for courses within the academic unit. The departments with specified honors coordinators are listed below. If the department of your course is not listed, please contact the department chair for contract approval.

Fogelman College of Business & Economics—Prof. Irvin Tankersley ([itnkrsly@memphis.edu](mailto:itnkrsly@memphis.edu))

Department of Anthropology—Prof. Kenneth Latta ([kslatta@memphis.edu](mailto:kslatta@memphis.edu))

Department of English—Dr. Cristina Cervone ([cmcrvone@memphis.edu](mailto:cmcrvone@memphis.edu))

Department of History—Dr. Chrystal Goudsouzian ([cdykes@memphis.edu](mailto:cdykes@memphis.edu))

Department of Mathematical Sciences—Dr. James Campbell ([icampbll@memphis.edu](mailto:icampbll@memphis.edu))

School of Health Studies—Angela Johnson ([kjhnsn53@memphis.edu](mailto:kjhnsn53@memphis.edu))

School of Nursing—Dr. Joy Hoffman ([jehoffmn@memphis.edu](mailto:jehoffmn@memphis.edu))

Department of Psychology – Dr. Deranda Lester ([dbrewer@memphis.edu](mailto:dbrewer@memphis.edu))

University of Memphis, Lambuth Campus—Dr. Paul Mego ([paulmego@memphis.edu](mailto:paulmego@memphis.edu))

The approval of the instructor's departmental chairperson is required if the department does not have a designated honors coordinator.

### CRITERIA FOR HONORS CONTRACTS

The Honors Contract is a mechanism for adding an “honors dimension” in a 2000-level or higher course that is not offered in an honors section. The Honors Contract should involve a project or activity that allows the student to go into greater depth than normally required in some aspect of the course. The contract is an agreement between the student and the instructor concerning the unique course requirements or projects that justify earning honors credit for the course.

The Honors Contract can include a supplemental project designed to complement course work or a substitution for a course requirement. Honors contracts require both qualitatively and quantitatively more work from the student, such as additional reading, writing, researching, presenting, etc. (or combination) appropriate to the course. The Honors Contract must explicitly state the work the student will undertake to earn honors credit for the course. Contract projects must also produce a tangible final product—written, performed, or exhibited—that can be evaluated at the end of the semester.

Some ideas for honors contract include:

- Undertaking an additional, or more demanding research project
- Expanding a paper for presentation or submission to a research forum (e.g., Student Research Forum) or undergraduate research journal (e.g., Quaesitum)
- Conducting field work
- Performing service hours related to a course topic along with meaningful reflection (service-learning)
- Creating an original piece of music, work of art, or design portfolio

A few examples of honors contracts can be found at this link:

[www.memphis.edu/honors/faculty/sample\\_contracts.pdf](http://www.memphis.edu/honors/faculty/sample_contracts.pdf)

### COMPLETION PROCEDURE

1. An email will be sent to students by mid-semester **ONLY** if the contract is **NOT** approved. If you don't receive an email, then the contract is sufficient.
2. Approximately one week before the end of the semester an email will be sent to the course Instructor requesting confirmation that the contract has been completed with a **B** or above in the course.
3. When the confirmation of contract completion has been received by the Honors College, the transcript office will be notified to insert the HONORS designation for the course on the student's transcript.

### STUDENT & FACULTY ACKNOWLEDGE HONORS CONTRACT POLICY (PAGES 1 & 2):

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Faculty Signature

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Student Signature

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**Course & Section:** \_\_\_\_\_ **Credit Hours:** \_\_\_\_\_ **Semester/Year:** Fall 2019  
(ex: PSYC 3XXX- 001)

**Student:** \_\_\_\_\_ **UUID:** \_\_\_\_\_

**Student Phone:** \_\_\_\_\_ **Student Email:** \_\_\_\_\_@memphis.edu

**Instructor:** \_\_\_\_\_ **Instructor's Email:** \_\_\_\_\_@memphis.edu

**Please see guidelines for Honors Contracts on the Honors College webpage: [Insert Link to new webpage](#). This is a PDF-writeable form, so please TYPE the information. Handwritten contracts will not be accepted.**

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

2. How does the Honors component differ from normal course expectations?

### Signatures of Agreement and Approval

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Faculty Signature

Approved by (Signatures):

\_\_\_\_\_  
Instructor's Department Head or Departmental Honors Coordinator

\_\_\_\_\_  
Helen Hardin Honors Director