Definition & Purpose of an Honors Contract Course:
The Honors Contract course is a collaborative arrangement between the student and the faculty for an upper-division non-honors course that the student is enrolled in. The terms of the contract generally include that the student will complete an additional independent project under the mentorship of the aforementioned faculty. Upon successful completion of the terms of the contract and the course, the units of the upper-division non-honors course will count towards Honors elective credit.

The Honors Contract Course is intended to provide students with a more engaging experience in the course and allow them to work more closely with the professor while exploring the course material in a more personally meaningful way. The goal of the University Honors Contract is to enrich the class experience by allowing a student to initiate a custom course of study under the mentorship of the professor. The University Honors Contract should be customized to the selected course and can take the form of a short research project, a literary review, a survey study, a work of art, or any project that builds on the course's subject area and involves independent initiative from the student.

Guidelines for the Substance of a University Honors Contract:
The work assigned in conjunction with a University Honors Contract should be qualitatively different in nature from the work already assigned in the course. The mere addition of readings or assignments to existing coursework is not sufficient. For example, the contract work may require primary sources not formally introduced in the class, or emphasize increased depth and complexity on particular topics. University Honors will not approve contracts in which students merely function as TAs, readers, or discussion leaders in the course. University Honors Contracts will be reviewed to confirm that they adhere to the guidelines and that they are:
- Specific: Details of exactly what is to be done, such as required format, if relevant; number of pages; amount of reading; number of meetings; specific topic or process for choosing a topic, where relevant; expected completion date(s), etc.
- Measurable: Criteria for evaluating any output such as papers or presentations, or level of scholarship expected.
- Relevant: Appropriate to the course content and course level.
- Beneficial: Produce a benefit to the student, in terms of developing depth or breadth of knowledge/skills not available to non-Honors students, or application of knowledge/skills in ways not available to non-Honors students.

How to Fill out, Submit, and Complete the University Honors Contract Proposal:
- Attend the course intended for contract. Read the syllabus to gain an understanding of the required coursework and whether it is a good fit for a University Honors Contract.
- Ask the professor, who cannot be a lecturer, whether he/she would consider overseeing a University Honors Contract for the course. Explain the purpose of a University Honors Contract and, if necessary, the purpose of University Honors.
- Schedule a meeting with the professor to discuss, and decide on, the type of work to be completed for the University Honors Contract. Be prepared with suggestions and ideas. The contract is an opportunity to explore a topic of interest, with depth and complexity, through a specific project in the class. Feel free to be creative. The work completed in satisfaction of the University Honors contract should be stimulating and enjoyable.
- In conjunction with the professor, complete the University Honors Contract Proposal form on the honors website. Both the student and the professor must sign and date the proposal.

- Submit the completed and signed University Honors Contract Proposal by the end of Week 1 of the applicable quarter to the Honors contract course submission link: https://ucrhonors.wufoo.com/forms/university-honors-contract-course-form-20192020/. Late or incomplete University Honors Contract Proposals will be automatically denied.
- Wait for approval from University Honors. University Honors Contract Proposals will be reviewed on a first-come, first-served basis, and approval can take as long as one week. Both the student and the professor will receive an e-mail regarding the status of the proposal, once it has been reviewed. There will be an opportunity for revision, if the proposal is not approved, as long as the revision is submitted no later than the end of Week 3 of the applicable quarter.
- Maintain communication with the professor throughout the quarter, in order to ensure that the expectations of the University Honors Contract are being met. If the expectations of the contract are not satisfied, Honors elective credit for the course will not be awarded.
- At the end of the quarter, unless the professor notifies the Faculty Director of University Honors that the expectations of the contract were not satisfied, the student will receive Honors elective credit for that course.

FREQUENTLY ASKED QUESTIONS can be found at the Courses FAQ under Contract Courses:
https://honors.ucr.edu/current-students/FAQ

University Honors Contract Course Proposal

(To upload to the Honors Contract Course online Wufoo Form)

A University Honors Contract Course is meant to be a collaborative experience for both the professor and the University Honors student, with assignments that are qualitatively different from the rest of the class and clearly assessable. The student and faculty should fill out this form together, and a scanned copy of this completed form with the faculty's signature should be uploaded to the online submission link to process the Honors Course Contract request. Please write legibly (or type into PDF) or the request will be denied. Forms are due by Friday of Week 1 of the quarter in which you wish to enroll in the Honors contract course.

A response will be provided within 1-2 weeks. If you have questions, please e-mail honors@ucr.edu.

1.) As only ladder-rank faculty may complete a course contract, please indicate the rank of the faculty member teaching the course (mark one) :

        Assistant Professor

        Assistant Professor of Teaching

        Associate Professor

        Associate Professor of Teaching

        Professor

        Professor of Teaching

        Cooperative Extension Specialist

2.) Describe the work that the student will need to complete to earn Honors elective credit for this course. What will the student be doing that is qualitatively different from the regularly assigned work in the course?

3.) What are the project's educational objectives and learning outcomes?

4.) Please indicate the area(s) the contract emphasize(s) (mark at least one):

Applied learning

Peer instruction and public presentation

Interdisciplinary perspectives

Increased depth and complexity of course material

Experience outside the classroom

The use of theory beyond that required of other students

5.) How does the contract provide an enhanced experience in the selected area?

6.) What is the proposed timeline for completion of the various components of the contract work?

7.) How often will you meet with the student to review and discuss this contract work?

8.) Describe how you will assess the student's performance to determine if the University Honors Contract has been satisfied, including any quantitative or qualitative thresholds you will apply.

9.) Will the assessment criteria be clear to the student throughout the assignment period?

Please note that the work assigned for the contract should not be factored into the student's final grade, and will only be assessed in order to determine whether Honors elective credit should be awarded.

If the student does not complete the terms indicated in this contract, the faculty is required to contact Honors at honors@ucr.edu to inform us that the student should not receive Honors elective credit for the course. In the absence of contact from the faculty, we will move forward with the understanding that the terms of the contract have been completed as indicated.

Professor's Signature

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Student's Signature

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Date:_____