

## **Guidelines for Honors Courses by Contract**

### *Carl Goodson Honors Program*

1. Instructors are under no obligation to offer a course for Honors credit.
2. It is the student's responsibility to complete all of the necessary paperwork.
3. The Request for Honors Credit page must be submitted by the student to the Director by the end of the *third week* of classes.
4. The goal is to emphasize higher-order skills—such as analysis, synthesis, and application. To that end, you can either *add* additional readings and assignments to the original syllabus or *substitute* some of what was originally intended for something more substantive.
5. Most courses may be contracted for Honors Credit. Suitability is at the discretion of the Honors Director and the faculty representative on the Honors Council from the respective school.
6. Examples of Honors-style assignments and projects include analytical essays and papers, original research, lab work or experiments, and community-based learning. Students might also connect material from other courses and disciplines. Simply put, be as creative and bold as possible.
7. Both student and professor should determine assignments/projects.
8. The Completion of Honors Credit page should be submitted to the Director by or before final grades are due.
9. Instructors should not sign the final portion of the contract if the coursework has not been satisfactorily completed.
10. If you have any questions about the procedure, Honors coursework, or what is expected of you, please call or write.

Dr. Barbara Pemberton  
Director, Carl Goodson Honors Program  
pembertonb@obu.edu

## **Request for Honors Credit**

*Honors Course by Contract, Carl Goodson Honors Program*

Student's Name: \_\_\_\_\_ Semester: \_\_\_\_\_

Student's ID: \_\_\_\_\_

Course name and Number \_\_\_\_\_

*In a brief (and typed) paragraph, explain how the coursework differs from the standard version of the course. Refer to the Guidelines or consult the Director for tips on how to make a regular course worthy of Honors credit.\* In particular, please show how this work reflects the underlined goals stated in #4 of the guidelines.*

\_\_\_\_\_  
Student's signature          Date

\_\_\_\_\_  
Instructor's signature          Date

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Instructor's Printed Name

\_\_\_\_\_  
Director's Signature          Date

*Attach a copy of the original course syllabus and deliver the form to Dr. Barbara Pemberton in BBB 101, the director of the Program. You must obtain the signature of all parties involved for the contract to be binding. The director will make copies of the final contract available to the student and the instructor.*

*This portion of the contract must be completed by the end of the third week of classes.*

## **Completion of Honors Credit**

*Honors Course by Contract, Carl Goodson Honors Program*

Student's Name: \_\_\_\_\_ Semester: \_\_\_\_\_

Student's ID # \_\_\_\_\_

Course Name and Number: \_\_\_\_\_

The student has completed the coursework described in the contract and deserves Honors credit for it.

\_\_\_\_\_  
Instructor's signature                      Date

The terms of the contract have been met to my satisfaction, and I will inform the Registrar to adjust the student's transcript accordingly.

\_\_\_\_\_  
Director's signature                      Date

*The student should return the completed contract to the Director of the Program within one week after the final exam period has ended.*

*Enclose a copy of the coursework, when possible.*