

## Honors Contract Overview, Procedures and Form

**DEADLINE: Friday of the 2<sup>nd</sup> week of classes**

An honors contract is a binding agreement between a student and faculty member that enrolls a student in an honors version of a standard course. Students should expect to produce additional or alternative work, to produce high-quality work, and to meet regularly throughout the semester with their faculty instructor. Students may not undertake an honors contract with a graduate student instructor.

The course work assigned to a student with an honors contract contributes to the student's final course grade. When an application for an honors contract is submitted, the completed contract form must be accompanied by both the regular course syllabus and a revised syllabus showing the additional and/or alternative work assigned to the student, along with the deadlines for that work and the revised grading scheme for the course.

PLEASE NOTE: The honors contract enrolls a student in an honors course and therefore cannot be cancelled after the final deadline to modify a course. Failure to complete the contract will be reflected in the course grade.

**Directions:** Please supply the information requested below. Attach the standard course syllabus and a revised honors syllabus showing additional/alternative work and deadlines, along with the modified grading scale. The completed contract form must also be accompanied by a signed Registrar Form 23 (Schedule Revision Request).

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**Student:** Please certify these statements by checking each box:

I qualify for honors coursework at Purdue (3.0 G.P.A or above)       I am working with a professor

Honors Contract Course for (please circle one) FALL / SPRING / SUMMER semester, 20\_\_\_\_\_

Subject\_\_\_\_\_ Course Number\_\_\_\_\_ Section\_\_\_\_\_ CRN(s)\_\_\_\_\_

**Student and Faculty:** I hereby agree to the attached honors syllabus, grade scheme, and deadlines.

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Faculty Signature

\_\_\_\_\_

**Student Name** (please PRINT)

\_\_\_\_\_

**Faculty Name** (please PRINT)

\_\_\_\_\_@purdue.edu

\_\_\_\_\_@purdue.edu

Student E-mail

Faculty E-mail

\_\_\_\_\_

(765)\_\_\_\_\_

Student Telephone No.

Faculty Telephone No.

.....  
**(OFFICE USE ONLY)**

\_\_\_\_\_

Approval Signature/ Date (*from College offering the course*)

SUBMIT THIS FORM AND FORM 23—signed by student and faculty member—to the honors unit or honors representative of the college offering the course being contracted. (See back for locations by college.)

### College of Agriculture

Dr. Christine Wilson, Associate Dean and Director of Academic Programs  
Agricultural Administration Building, Room 121, [wilson1@purdue.edu](mailto:wilson1@purdue.edu)

### College of Education

Dr. Kathryn Obenchain, Associate Dean for Learning  
BRNG 6130, [kobench@purdue.edu](mailto:kobench@purdue.edu)

### College of Engineering

Dr. Timothy Whalen, Associate Director of Engineering Honors  
Engineering Honors Office, A.A. Potter Engineering Center, 322, [whalen@purdue.edu](mailto:whalen@purdue.edu)

### Entrepreneurship Courses

Dr. Nathalie Duval-Couetil, Director, Certificate in Entrepreneurship and Innovation  
Burton D. Morgan Center for Entrepreneurship, MRGN 220E, [natduval@purdue.edu](mailto:natduval@purdue.edu)

### EPICS

Andrew Pierce, Assistant Director for Purdue EPICS  
ARMS 1210, [pierce1@purdue.edu](mailto:pierce1@purdue.edu)

### College of Health and Human Sciences

Sanjana Dey, Senior Academic Advisor  
Matthews Hall, Room 117, [dey9@purdue.edu](mailto:dey9@purdue.edu)

### College of Krannert School of Management

Dr. Charlene Sullivan, Associate Dean of Undergraduate Programs  
KRAN 128, [sullivaa@purdue.edu](mailto:sullivaa@purdue.edu)

### College of Liberal Arts

Yuliya Boesch, Senior Academic Advisor  
BRNG 1114, [ybachyla@purdue.edu](mailto:ybachyla@purdue.edu)

### College of Pharmacy

Dr. Patricia Darbshire, Associate Dean for Academic Affairs  
RHPH 104, [darbishi@purdue.edu](mailto:darbishi@purdue.edu)

### College of Science

Kelley Farrell, Administrative Assistant  
MATH 931, [howe7@purdue.edu](mailto:howe7@purdue.edu)

### College of Veterinary Medicine

Professor Kathleen Salisbury, Associate Dean for Academic Affairs  
Dean's Office, Lynn Hall, [salibus@purdue.edu](mailto:salibus@purdue.edu)

### Polytechnic Institute

Dr. Pat Connolly, Associate Dean for Undergraduate Programs  
KNOY 150, [connollp@purdue.edu](mailto:connollp@purdue.edu)

**ALL CONTRACTS GO TO THE COLLEGE OFFERING THE COURSE BEING CONTRACTED**

## Honors Contract Procedures

Honors contract paperwork is due at the end of the 2nd week of classes. Paperwork is processed **within the college offering the course being contracted**—not the Honors College or the home college of the student undertaking the contract.

There are two required forms:

1. The Honors Contract Form (available from advisors and the Honors College website)
2. Registrar Form 23 (available from primary advisors or via PDF in your myPurduePlan)

Honors contract process: step-by-step

1. Student approaches faculty instructor to request honors contract course. Faculty member is under no obligation to agree.
2. Student and faculty instructor decide upon honors elements and create honors syllabus, which must include specific assignments, deadlines, and grade scheme.
3. Student obtains: 1) the honors contract form; 2) form 23 from the student's primary advisor. Advisor sign form 23 and write in the comment box, "H grade mode okay."
4. Student and faculty member complete the honors contract form and sign it. Faculty member also signs form 23.
5. Student submits signed honors contract form and signed form 23—along with both standard syllabus and honors syllabus—to the honors representative **of the college offering the course**. Deadline: Friday of the 2<sup>nd</sup> week of the semester.
6. Honors representative approves or denies contract. If approved, honors representative:
  - Signs form 23 and submits to Registrar's Office by Friday of the 4<sup>th</sup> week (The Registrar's Office will not accept form 23 directly from student)
  - Signs contract form, keeps original, forwards copy to Honors College
7. Registrar's Office receives Form 23 and activates honors grade mode, which will insert "honors" into the title of the course when the final course grade is filed. Students should check course status in myPurduePlan beginning week 5.
8. Student completes honors contract course.
9. Faculty member evaluates contract work and assigns grade for the course.

## Honors Contracts: FAQ

### What is an honors contract?

An honors contract is an agreement between an undergraduate student and a faculty instructor that allows the student to turn a standard course into an honors course. Submitting an honors contract form and Registrar Form 23 with appropriate authority signatures represents a commitment by both the student and the faculty instructor.

### How is an honors contract course different from a standard course?

A student enrolling in an honors contract course may do more work (e.g. the addition of an honors project to a standard syllabus) or alternative work (e.g. a different set of assignments). In general, honors contracts allow the student to go beyond the material of the regular course and to produce more sophisticated work. A student may, for example, delve more deeply into methodology, structure, theory, or application; perform additional or alternative research; develop a service project; or present findings in some format. The intention is for the work to contribute to the outcomes associated with the Honors College pillars (see front page).

### How much work is involved in an honors contract?

Work load varies depending on design, but it should remain within a reasonable minimum and maximum. One rule of thumb is the time it takes to research and write a 10-page paper (minimum) or a 20-page paper (maximum)—or the appropriate disciplinary equivalent. A student should expect to spend more time on an honors contract course than the standard version of the course.

### What is expected from the partners in an honors contract?

Student and faculty partners are expected to develop an honors syllabus with clearly outlined expectations, deadlines, and grading scale. Students are also expected to plan regular meetings with the faculty instructor throughout the semester to review and discuss the honors elements of the course.

### Is honors contract work part of the course grade?

Yes. Course work assigned to a student with an honors contract contributes to the student's final course grade.

### Can an honors contract be dissolved?

Prior to the end of the 9<sup>th</sup> week of classes, a student may dissolve an honors contract by filing a Registrar Form 23 (Schedule Revision Request). After the add/drop deadline, courses cannot be dropped or modified. University rules and regulations regarding schedule revisions apply to honors contract courses. See section F:

[http://www.purdue.edu/studentregulations/regulations\\_procedures/registration.html](http://www.purdue.edu/studentregulations/regulations_procedures/registration.html)

### Who may offer an honors contract course?

All regular Purdue faculty members may offer a contract course. Visiting faculty and continuing lecturers holding the terminal degree in their field may do so with the approval of their department head and/or disciplinary college. Graduate student instructors may not offer honors contract courses.

***\*See list of examples on next page.\****

## EXAMPLES OF HONORS CONTRACTS

- Planned an herb garden for the new Purdue Student Farm location, working with a landscape architecture professor and the student farm's manager. Design was presented in class. Student taught half of one class period on the uses and medicinal qualities of four herbs.
- Created electronic study aids (e.g., electronic mortality tables, a tool to generate annuity tables) to be used by future students in the class. Met with faculty member each week to review work and discuss next steps.
- Revised/Expanded a Wikipedia article on Shear Flow, a topic covered in the course. This included creating diagrams and examples, as well as several phases of review.
- Worked closely with faculty member to develop and write two 5-page research papers on topics related to the course material and/or to scholarly project. Met regularly with faculty member to discuss ideas and progress.
- Met weekly outside of class for a 50 minutes long honors segment. Sight-read ancient Greek from the New Testament. Utilized skills from regular class interactions and was exposed to and learned new language concepts not covered in the regular class.
- Piloted a series of experiments with an instructor. Summarized the results of each lab session and documented problems encountered. Offered possible suggestions for improvements.
- Completed extra homework assignments for each unit (normally bonus). Completed a company financial statement project that required looking at a selected company's annual report, performing calculations, and writing up a financial analysis.