Instructions for Honors by Contracts (HBCs)

1. Honors Students should enroll in Honors versions of courses to acquire their Honors credits. HBCs should only be utilized when other options have been exhausted. For example, if a student has earned all general education credits or core curriculum via AP or Dual Enrollment, they will need to complete HBCs to earn their Honors hours.
2. Students must submit an Honors Program Worksheet that lists their proposed HBC or HBCs.
3. Students must submit a plan of study as to how they plan to earn the required 24 hours of Honors credit. This plan of study is available in the Honors office and on the Honors web page. Honors Scholars must earn 30 hours of Honors credit. Honors Program Wide Members must earn 24 hours of Honors credit. Select the correct plan of study for yourself.
4. Except in rare circumstances, we do not approve HBCs in online classes. An example of an exception is Emergency Management as that is purely an online degree. HBCs will only be approved for traditional, in-person, or hybrid, mostly in-person classes.
5. As instructors receive no additional compensation for overseeing HBCs, students should not ask an adjunct to oversee an HBC, unless the adjunct is a long-term adjunct. An adjunct is defined as a part-time employee.
6. The instructor rank/level may be found on the academic department's website. The various options include: adjunct, instructor, assistant professor, associate professor, professor, and working retiree. If you are uncertain about the rank, contact the Honors Program before contacting the instructor.
7. If you are not participating in Honors Priority Registration, Honors Program Registration Worksheets and Plans of Study are **due by May 1 for the Fall semester, and by November 15 for the Spring semester.** Deadlines for worksheets and plans of study are earlier for students participating in Priority Registration.
8. The Dean of Honors will review worksheets and plans of study, which are available under the Current Student tab on the Honors web page or in the Honors office. Students will receive an email from the Honors Program informing them if their request to complete an HBC is granted.
9. If the request to submit an HBC is granted, then students may contact the instructor to request that they oversee an HBC.
10. If the instructor agrees to oversee an HBC, then the student may generate the HBC in Dynamic Forms. View instructions on how to reach out to your instructor and how to utilize the Dynamic Form for the HBC. All HBCs must be initiated by the student by the first day of classes for the semester.
11. Students who complete two semesters and who do not take an Honors class or an HBC, are not allowed to request permission to submit an HBC.
12. Only students with adequate time to earn the required Honors credits by graduation should request permission to complete HBCs.
13. HBCs are more ideal in upper-level classes in a student's major or minor so the student obtains a more individualized learning experience in their field or fields of study.

For 300 and 400-level HBC classes, the following guidelines apply. If these details do not apply to your discipline or the instructor has other ideas, please contact the Dean of Honors to discuss the HBC before proceeding.

HBCs may include a combination of a written component, high-impact or hands-on learning, and a presentation. Details of HBCs, which include two or three of these components, may be discussed with the Dean of Honors prior to the submission of the online HBC form.

- Where the course calls for a research paper, an Honors paper might use primary sources, incorporate a substantial literature review that connects the topic to the broader issues in the field, include primary data derived from student research (oral histories or other interviews, statistical analysis, laboratory experimentation), etc. Honors research papers are typically 8-10 double-spaced pages. Citations are required.
- Where additional readings or reports are indicated, it is best to synthesize them as part of a larger Honors component. For example, an essay involving a comparison/contrast of regularly assigned readings with the specially selected seminal readings would be appropriate.
- The Honors component might include a substantial programming project or extended fieldwork or laboratory experience, concluding with a final report of at least 8-10 double-spaced pages, including a narrative part of at least 5-7 pages, by the student outlining the experience with the conclusions reached or experience gained. Citations are required.
- Where teaching one or more classes by the student is indicated, it is best for the professor to provide guidance in organization and content to ensure that the material enhances and supports the intention of the class. In this case, the written component would typically consist of a report of 5-7 pages on the topics covered in the lectures.
- Where the course is a cross-listed undergraduate/graduate-level course (where the undergraduate and graduate courses are taught by a single instructor at a common time), the student may complete the graduate-level syllabus to meet the qualitative, culminating Honors experience that is expected when contracting a course. Note: The Honors Program student will be enrolled in the undergraduate section of the course and will receive undergraduate credit.
- Presentations of the work/research to the class or at a conference or symposium are highly encouraged to be part of the Honors requirement.

For 100 and 200-level HBC classes, the following guidelines apply. If these details do not apply to your discipline or the instructor has other ideas, please contact the Dean of Honors to discuss the HBC before proceeding.

HBCs may include a combination of a written component, high-impact or hands-on learning, and a presentation. Details of HBCs, which include two or three of these components, may be discussed with the Dean of Honors prior to the submission of the online HBC form.

- Where the course calls for a research paper, an Honors paper might use primary sources, incorporate a substantial literature review that connects the topic to the broader issues in the field, include primary data derived from student research (oral histories or other interviews, statistical analysis, laboratory experimentation), etc. Honors research papers are typically 4-5 double-spaced pages. Citations are required.
- Where additional readings or reports are indicated, it is best to synthesize them as part of a larger Honors component. For example, an essay involving a comparison/contrast of regularly assigned readings with the specially selected seminal readings would be appropriate.
- The Honors component might include a substantial programming project or extended fieldwork or laboratory experience, concluding with a final report of at least 4-5 double-spaced pages, including a narrative part of at least 3-5 pages, by the student outlining the experience with the conclusions reached or experience gained. Citations are required.
- Presentations of the work/research to the class or at a conference or symposium are highly encouraged to be part of the Honors requirement.