

Sierra College Honors

The Honors Course Contract Proposal INSTRUCTION PACKET

All Contract Proposal documents must be received by
3pm on Thursday of the 4th week of the Semester

Fall and Spring Semesters only

No Honors Contracts allowed during Summer Semester

You will need Adobe Reader to open and complete the Honors Contract Proposal. If you do not have Adobe Reader, you can download the latest version for free at <http://get.adobe.com/reader/>.

Two copies of the Honors Course Contract Proposal, each with original instructor and student signatures must be submitted in a large envelope addressed to the Honors Committee, c/o Jennifer Kattman, Weaver Hall, Room W-217. Make sure an electronic copy is retained by the instructor and/or student.

To ensure that the Honors Program meets its transfer agreements, the Honors Contract Proposal must be completed carefully. Please be advised that the Honors Committee will refuse consideration of a proposal for 1) Failure to complete any of the Honors Course Contract Proposal sections; 2) Failure to use the current Honors Course Contract Proposal form; or 3) Failure to meet the submission deadline (Honors Course Contract Proposals must be received by 3 p.m. on Thursday of the 4th week of the semester). Absolutely no late proposals will be accepted! **Please make sure if you are using campus mail that the items arrive in Jennifer Kattman's mailbox by 3pm on Thursday of the 4th week of the semester.**

IMPORTANT INFORMATION BEFORE YOU START

- Any degree-applicable course at Sierra College, **with the exception of Developmental Education courses**, may be taken for Honors credit.
- High-School Enrichment Students may **NOT** engage in Honors Contracts.

The forms you will need:

- 1) Honors Course Contract General Information
- 2) This Instruction Packet
- 3) Honors Course Contract Proposal

All forms may be found online at www.sierracollege.edu/programs/honors.htm

THE HONORS COURSE CONTRACT PROPOSAL **STEP-BY-STEP INSTRUCTIONS**

Please note that the form may be saved and emailed between the student and instructor at any time as it is being completed. Since sections are required to be filled out by different people, you may complete the sections you need to complete then email the form to the other party to complete his or her sections. Both the instructor and student should review all sections and ensure they are complete and accurate before they sign the Honors Course Contract Proposal.

SECTION I (May be completed by the student and/or the instructor.)

Items 1-10: Please enter all required information.

Item 11: Please state the overall objective/purpose of this Honors Contract. Specific assignments and activities should not be stated here.

SECTION II (May be completed by the student and/or the instructor.)

Items 1-7: Please check the boxes of the individual student learning objectives that will be addressed by this Honors Course Contract. A minimum of **THREE** must be checked (you may check more if you wish). Then, for each learning objective that is checked, give a very **specific** and **detailed** description of assignments and/or activities that will be completed for the related learning objective. For each assignment or activity listed, you must also include a description of the **tangible evidence** that will be produced as a result of completing the activity or assignment which demonstrates achievement of the related learning objective. Please be sure the assignments or activities listed are above and beyond the regular scope of the course. **Please note:** If you are creating one large assignment that will address 3 or more objectives, list the only the elements of the assignment related to each particular objective (don't list everything 3 times).

SECTION III (MUST be completed by the instructor.)

Please describe how each assignment and/or activity will be assessed. This must be very specific and there must be an assessment for each assignment and/or activity listed in Section II. **Please Note:** If there is one large assignment that addresses 3 learning objectives, please list the assessment criteria for the single assignment only once, but make sure the criteria measure all 3 objectives.

SECTION IV (MUST be completed by the instructor.)

Please specify what the student will gain above and beyond what is gained by students in your regular course environment by completing the components of this Honors Contract. This is crucial for the Honors Committee to assess whether or not the activities/assignments are truly Honors coursework.

******At this point, save an electronic copy of your Contract Proposal******

SECTION V (MUST be checked.)

Please note that the instructor and student **MUST** meet for a minimum of 15 minutes every 2 weeks. This can be during regular office hours or outside of regular office hours. You cannot have more than 2 weeks between each meeting. For example, you cannot choose to meet for 30 minutes every 4 weeks. You may, however, meet every week for 15 minutes, every 2 weeks for 30 minutes, etc. This is crucial to ensuring successful completion of the Honors Contract. It allows the student and instructor to be aware on a regular basis of the progress being made and challenges that are being faced. In the event that a challenge arises during the semester that causes changes to the original Honors Course Contract, it is possible to amend the original contract. However, all Amendments must be submitted to Jennifer Kattman on or before the semester Withdrawal Deadline (see the semester calendar for the exact date). Please email or see Jennifer Kattman for the appropriate Amendment paperwork.

SIGNATURES (MUST be signed by BOTH the student AND the instructor)

You are required to submit 2 paper copies of the Honors Course Contract Proposal, each with original signatures. Please print out 2 copies of your completed Proposal then initial and sign **each** of them. Do NOT print 1 copy, sign it, and make a copy of the signed version.

SUBMISSION INSTRUCTIONS **EITHER students OR instructors may submit materials**

Materials must be **RECEIVED** by 3pm on Thursday of the 4th week of the semester. Please submit materials in a large envelope addressed to:

**The Honors Committee
c/o Prof. Jennifer Kattman
Weaver Hall, Room 217**

If sending materials via campus mail please ensure they **arrive** in Jennifer Kattman's mailbox by 3pm on Thursday of the 4th week of the semester. Otherwise, please deliver materials to Jennifer Kattman personally (either during office hours or by sliding materials under her office door). It is advised that an email be sent to jkattman@sierracollege.edu to verify receipt if you are not handing materials to Jennifer Kattman directly.