

Sierra College Honors The Honors Course Contract Proposal INSTRUCTION PACKET

**Completed Contract Proposals Must Be Received by 3 PM on Thursday of the Fourth Week of the Fall or Spring Semester.
No Honors Contracts During Summer Semester.**

Completed Honors Course Contract Proposals must be e-mailed to the Honors Committee at honors@sierracollege.edu by 3 p.m. on Thursday of the 4th week of the semester. Electronic copies should be retained by both the instructor and the student. See detailed instructions at the end of this document.

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 that proposals arrive in the Honors Committee's inbox by 3 p.m. 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/honors

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

Please note that the form may be saved and e-mailed between the student and instructor at any time as it is being completed. Since different sections require completion by different people, you may complete your sections and e-mail 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 submit 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 complete this section by describing the individual student learning objectives that will be addressed by this honors course contract. A minimum of **THREE** must be addressed (you may include more if you wish). Then, for each learning objective that is addressed, 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 to demonstrate 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 three or more objectives, list only the elements of the assignment related to each particular objective (don't list everything three 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 three learning objectives, please list the assessment criteria for the single assignment only once, but make sure the criteria measure all three 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-level coursework.

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

SECTION V (MUST be completed.)

Please note that the instructor and student **MUST** meet for a minimum of 15 minutes every 2 weeks. For online courses, meetings may be scheduled via phone, Skype, or a similar alternative that is specified and agreed upon by the parties to the contract. Otherwise, meetings can be held during regular office hours or outside of regular office hours. You cannot have more than two 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, as it allows the student and instructor to communicate about progress and challenges on a regular basis. 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 jfile@sierracollege.edu on or before the semester withdrawal deadline (see the semester calendar for the exact date). Please contact jfile@sierracollege.edu for the appropriate amendment paperwork.

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

For the purposes of the Honors Course Contract Proposal, names typed at the end of the form constitute electronic signatures signifying acceptance of/ agreement to the terms of the contract.

SUBMISSION INSTRUCTIONS

EITHER students OR instructors may submit materials

Proposals must be **RECEIVED** by 3 p.m. on Thursday of the 4th week of the **semester**. Please submit materials to the Honors Committee at:

honors@sierracollege.edu

Important Note:

When e-mailing Honors Course Contract Proposals, the subject line should include the professor's last name, the student's last name, and the appropriate course number. For example, if Professor Smith and Jane Doe are submitting a contract for English 1A, the subject line for the proposal submission should be: Smith.Doe.ENGL1A