# The Honors Transfer Program of Skyline College

## HONORS CONTRACT

An Honors Contract Course offers a method whereby honors students can receive credit for a course not designated as honors. It is intended for use by students seeking to complete the 15 unit requirement for the Honors Transfer Program completion. Under the Contract Course option, the student and the instructor in consultation with the Honors Coordinator will submit this completed packet verifying that the student has completed all components of the honors contract. The contract is voluntary on the part of the instructor, but necessary on the part of the student as contracts are currently the only method for students to earn honors credit. Once agreed upon by the instructor, the student, and the Honors Coordinator, it is expected that the student fulfill the obligations stated within the contract, and upon the completion the student will submit this completed packet verifying that the student has completed all components. The advantages of doing an honors contract are 1) The student is not limited to program designated courses, 2) A contract provides the opportunity for the student to engage material in depth, 3) Contracts are "low stakes" for students who want to attempt to do honors coursework.

#### Examples of what the Honors Contract Course might entail:

- 1. A written product, appropriate to the discipline, with multiple revisions guided by the instructor of the course. The project could substitute for one of the regular course assignments and should reflect a higher level of understanding of the material and extra effort on the part of the student. The final draft should be of outstanding quality.
- 2. Additional readings of a different type and/or higher technical level from that required of the course. The student should demonstrate an understanding of these readings through a class presentation, an oral examination by the instructor, or a formal paper.
- 3. Individual research appropriate to the discipline. This may involve more laboratory and/or library work than required of other students in the course. At the end of the semester the research findings should be presented as a paper of superior quality or as a presentation to the class, or at a recognized conference or student research showcase such as the Bay Honors Research Symposium (held the first weekend in May), on campus poster sessions, and/or in an Honors Research Seminar (forthcoming).
- 4. For courses in the creative or performing arts, class presentations and/or prepared portfolios may be presented, and should be judged by appropriate professional standards.
- 5. Any mutually acceptable project which examines the course material in broader and deeper perspectives than is expected of other students.

#### Honors Contract Course – General Guidelines

- 1. Honors work implies a deeper understanding of the material. A student must therefore receive at least a grade of "B" in the regular course work to earn satisfactory completion of the contracted work. However, honors credit should not be awarded simply for superior performance on the regular course assignments.
- 2. To add the Honors component to the course, the student may be asked to complete more involved, in depth, wider breadth of study. However, the student will not earn additional credit hours for this work. Therefore, qualitative differences, such as alternate testing, substituting experiential learning assignments for incremental testing assignments, doing independent research on an appropriate topic, are preferable to a quantitative requirement, such as writing an additional paper.
- 3. The contract is between the honors student and the instructor and should be created and completed by them. A copy of the contract must be submitted to the Honors Transfer Program Coordinator no later than the census date at the beginning of the semester.
- 4. Honors Contract Courses should be established for UC or CSU transferable courses.

## Honors Contract Course - Specific Guidelines

- 1. Contract must include specific deadlines, benchmarks, and consultations dates with the instructor.
- 2. Contract must be research-oriented
- 3. Contract must include a research question to be answered
- 4. Contract should include well-stated methodology
- 5. Contract should include a final product, i.e. a presentation
- 6. Contract should articulate relevancy, including general, cultural, and personal

### What an Honors Contract is **NOT**

- 1. An extra paper
- 2. An extra problem set
- 3. A summary
- 4. "Busy" work

In short, an Honors Contract should not resemble extra credit in any way, shape, nor form. When preparing the contract, please keep Bloom's Taxonomy in mind, and try to construct the components of your contract with the higher ordered thinking in mind.

#### **Bloom's Taxonomy** Produce new or original work Design, assemble, construct, conjecture, develop, formulate, author, investigate Justify a stand or decision evaluate appraise, argue, defend, judge, select, support, value, critique, weigh Draw connections among ideas differentiate, organize, relate, compare, contrast, distinguish, examine, analyze experiment, question, test Use information in new situations apply execute, implement, solve, use, demonstrate, interpret, operate, schedule, sketch Explain ideas or concepts understand classify, describe, discuss, explain, identify, locate, recognize, report, select, translate Recall facts and basic concepts remember define, duplicate, list, memorize, repeat, state O Vanderbilt University Center for Teaching

### Honors Contract Procedural Steps Flow Chart

Student Has an Idea to do an Honors Contract

- •Identify a UC/CSU course and speak to instructor immediately
- Consult with Honors Coordinator to inform the HTP that an Honors Contract will be done in identified course

Student and Instructor agree or research topic and components of the Honors Contract

- •Student and instructor meet to complete the Honors Contract packet
- •Student submits the Honors Contract to the Honors Office (5111) no later than the census day (End of Week 5)

Student continues to work an check in with Instructor per th Honors Contract benchmarks and timeline

- •Student should meet with instructor a minimum of 4 meetings throughout the semester
- •Student should check in with Honors Coordinator in 5111 a minimum of twice during the fulfillment of the Honors Contract

Student is mindful of deadlin for research presentation opportunities posted on the HTP Canvas site

- Fall Honors Research Poster Session Showcase (November TBA)
- •Bay Honors Research Symposium: proposal deadline is February 14th, and if selected Symposium is the first Saturday in May

Student finalizes project

- •Instructor signs off on the Contract Completion Form
- •Student brings the Contract Completion Form to 5111 on or before the Last Day of Instruction (Friday before Finals Week)

Coordinator Forwards student name to the Registar for Hono Designation on the transcrip

- •Once the student submits the Contract Completion Form, the Honors Coordinator will submit the student's name to the Registrar for Honors designation
- •This process is finalized by the Early January (for Fall contracts) and Mid-June (for Spring Contracts)

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# **Honors Contract Timeline/Benchmarks**

To be completed by: Student Name

Deadline: To be 100% completed on or before the Last Day of Instruction

Honors Contract				
% done	Phase	Due By	Instructor's Signature	
	Meet with Instructor for initial			
	consultation	End of Week 2		
	Finalize topic and methodology	End of Week 4		
	Begin Researching	Ongoing		
	Check in with Honors Coordinator	E 1 CM 1 5		
	for Contract approval	End of Week 5		
	Consultation with Instructor 1			
	Consultation with Instructor 2			
	Consultation with Instructor 3			
	Consultation with Instructor 4			
	Check in with Honors Coordinator			
	regarding Contract progress	End of Week 10		
	Signed and Completed Contract	Last Day of		
	Submitted to Honors Coordinator	Instruction		