



NORTHERN ARIZONA UNIVERSITY

University Honors Program

HONORS CONTRACT PROPOSAL

An Honors Contract allows Honors students to earn Honors credit for regularly-offered NAU classes using the following guidelines:

- Class should be **upper division** (numbered 300 or higher);
- Class must be taught by a full-time NAU faculty member;
- Contract proposal (separate and attached) must be approved by the instructor of the class, the offering department chair and the Honors Director before enrollment;
- Syllabus of non-Honors class must be attached; and
- No more than 6 units of such coursework may be applied to fulfill Honors requirements.

Contracts may also be proposed between groups of students and a single instructor. Please include this request within your written proposal, and submit all completed materials together.

STUDENT INFORMATION

Name	NAU ID Number
Email Address	Telephone ()

By signing this form, you signify that you have read, understood, and agree to adhere to all of the Guidelines relating to the completion of this course, as described in the Honors Contract Guidelines (see reverse). You agree to fulfill all of the course requirements, including the requirements that enhance the course as an Honors experience. You also affirm that it is your responsibility to enroll in the class once this proposal has been approved.

Student Signature	Date
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CLASS INFORMATION

Term	Course Subject & Number, ie, PSY 101	Course Title	# of Units	Section #	Class #	Instructor Last Name

INSTRUCTOR INFORMATION

By signing this form, you signify that you have read, understood, and agree to adhere to all of the Guidelines relating to the completion of this course, as described in the Honors Contract Guidelines (see reverse). You agree to fulfill all of the course requirements, including the requirements that enhance the course as an Honors experience.

Instructor Name		Instructor Signature		Date
Instructor EmplID	Email	Phone Extension	Department Name	Section should be combined with non-H section in LOUIE and BBLearn <input type="checkbox"/> Yes <input type="checkbox"/> No

DEPARTMENT CHAIR APPROVAL

This approval granted after instructor and prior to Honors approval. Signing below permits Honors to create an identical “-H” section of the above class and to modify class capacities as appropriate.

Chair Name	Chair Signature	Date
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HONORS OFFICE APPROVAL

Rcv'd in Office Date/Initials:	Class created:	Class Number Assigned:	Class Section:	VIS TA?	Comb. Sec?	Permission?	Copy/Distributed:	Logged/Date:
Advisor/Asst. Dir. OK	Honors Director Signature		Approved? <input type="checkbox"/> YES <input type="checkbox"/> NO		Date	Enrolled?		

GUIDELINES FOR HONORS CONTRACTS

GENERAL INSTRUCTIONS:

To pursue an Honors Contract:

- Faculty are under no obligation to fulfill Honors contract requests.
- Expect the review and approval of this proposal to take a **minimum of three business days after submission to Honors**. We cannot guarantee that proposals received after the first day of the second week of classes will be approved prior to NAU's published "Deadline to Add" date.
- It is recommended that students consult with the "Honors Contract Suggestions" with the instructor, but are not limited to them.
- Consult the guidelines on front of sheet for classes eligible for Honors Contract.
- The complete form (including all signatures), separate proposal outlining your additional work (no more than 500 words), and a copy of the original, non-Honors syllabus, must be returned to the Honors Office for the Director's approval. Incomplete applications or proposals will not be considered.
- Once approved, the Honors Program will provide the student a unique class number for the "-H" course, provide departmental permission to enroll, and send copies of the approved form to the student, instructor, and department chair, via email. In addition, after the first day of classes, the Honors Program will manually enroll student in the non-H BBLearn class shell to access on-line content, unless otherwise directed. **It is the student's responsibility to enroll in the necessary class**, as this will not be done for him or her.
- If a proposal is denied, the student will be notified immediately and provided an opportunity to discuss possible changes to the proposal with the Honors Director for possible re-submission.
- Students must secure the approval of the Honors Director prior to beginning their Contract Honors experience.

HONORS CONTRACT SUGGESTIONS TO ADD AN HONORS COMPONENT TO REGULAR CLASS

Suggestions for Additional Written Work, Lab Work, or In-class Discussion Tasks:

- Write a longer paper, but meet with instructor regularly to discuss the draft and revision process.
- Write short, weekly reaction/response papers on various topics.
- Take the lead in running small groups during class time.
- Take the lead during in-class peer editing sessions, during lab sessions, or during practicum sessions.
- Attend a separate lab session wherein class concepts can be expanded upon during particular lab assignments.
- Create and maintain an on-line chat group or website related to the course objectives.
- Prepare, in writing, questions or comments relevant to course material and lead class discussion. Meet with instructor beforehand to discuss why you chose these particular questions and how you might organize a discussion.
- Add an additional take-home component to exams or assignments that require more in-depth research about the topic. Meet with your professor to go over this additional work.

Suggestions for Presentations:

- Present information to the whole class on a topic of your choosing (or of the instructor's choosing). Have the class give you feedback about your presentations.
- Conduct research task and present ideas to the class such that the entire class's perspective on a particular topic is enhanced.
- Debate and discussion: have instructor (or you) create a series of point/counterpoint discussions in class that model a formal debate. Be responsible for each point, its support, and the counterpoint rebuttal. Perhaps switch positions for the debate and have Honors student argue the opposing point. Ask either faculty or small group of students "judge" the debate.
- Teach a lesson: take responsibility for teaching a chapter, a concept, or a method. Practice with professor first to ensure your understanding of the topic/lesson in question.
- Oral defense: Participate in an oral defense of a final project in front of the class.

Suggestions for Out-of-Class Work:

- Have instructor contact Honors student prior to the start of the semester, putting him/her in touch with on-line resources connected with course, and have Honors student read materials prior to the start of class.
- For a merged undergrad/grad class, communicate with the graduate students on a regular basis prior to or after regular class times, making sure that grad students and you are addressing assignments and projects in some fashion. Have grad students do some peer mentoring with you as well.
- Meet for a discussion group biweekly to address a more in-depth aspect of the course content or additional reading assignment. This might include a brief response paper to clarify thoughts and generate discussion.
- Participate in out-of-class activities that extend class concepts. These might be lectures, arts events, guided hikes, tours, etc. Prepare a brief oral presentation for the class about the relevance of the activity to the class.
- Create a relevant out-of-class event (like a film series) for the entire class. Select films and justify the event yourself.
- Symposium Presentation: Honors hosts an annual Honors Symposium to showcase the work of students throughout the Program in the Spring term during Honors Week. Prepare a project, paper, or creative work that relates to course content. Submit an abstract for the Symposium and present in this venue.
- Meet regularly with your instructor to discuss a particular article or chapter and a critique of that piece.
- Participate in an oral defense of a final project out side of class time, with individual instructor or a group of instructors.