

## Honors College Course Contract

To complete the LCCC Honors College (HC) program, HC students are required to take at minimum 15 credit hours of Honors level work. Six credit hours will be taken in Honors seminar courses as a cohort. The remaining 9 credit hours will be taken as *contract credit* contingent on the approval of the HC committee and course instructor in non-honors courses of at least 3 credit hours. The honors contract codifies the agreement to include honors-level work with the course instructor in a way that *provides deep learning experiences, builds on the student's honors work, includes undergraduate research, and is presented in some manner either in or outside of the classroom.*

In order for a student to receive the Honors designation for a non-Honors course, both the student and instructor must develop a project and complete this contract. Honors work should differ in the amount of work and depth of work in a course and must include some type of research. A rough estimate of extra time spent would be one extra hour per week for a 16-week 3 credit hour course. Honors contract work is not limited to a research paper. Some possible options include:

- Researching and assisting a local non-profit organization or business
- Case study, interview, data analysis, content analysis, or focus group to build on scholarly work
- Researching and creating a public art display
- Job shadowing or attending a professional conference and writing a report
- A service learning project
- Computer simulations or GIS mapping

When developing this contract, the students and instructors should keep in mind the essence of Honors work. The purpose is not to increase the workload, but rather to enhance the depth and meaning of a course. While research and presentation are the hallmark of the HC, creative approaches to enhancing the classroom experience should be considered.

### Procedure:

1. Before the semester begins, students will meet with the Honors College academic advisor to identify courses taught by Honors faculty.
2. The student will approach an Honors College instructor within **2 weeks of the start of the course** to develop an Honors College Contract.
3. Students should also be aware that no instructor is obliged to agree to participate in an Honors course contract, and may have valid reasons for declining.
4. After meeting with the instructor, the student will write a concise but descriptive summary describing the Honors project for the course. This summary must be in final draft form and approved by the instructor.
5. The student will return **no later than the Friday of the third week of the semester** a copy of this contract signed by both the instructor and student, a copy of the course outline, and the written summary of the project to the Honors College Coordinator in CW 3333. It may be left in the mailbox.
6. The coordinator will contact Honors faculty at the end of the semester to confirm that the student has completed the work outlined in this contract. An Honors designation will be added to the course on the student transcript.

Instructors may contact Jen Cline, Coordinator, Honors College at [jacline@lc.edu](mailto:jacline@lc.edu) for additional questions about Honors contract hours.

**Registration for Contract Hours**

Student name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone number: \_\_\_\_\_

I request permission to take \_\_\_\_\_  
(course name and number)

for Honors credit for the \_\_\_\_\_ Semester, 20\_\_\_\_. I agree to fulfill all of these requirements:

\_\_\_ The course instructor and I will meet regularly during the semester.

\_\_\_ The project plan includes both research and a presentation.

\_\_\_ I will share the results of my learning in the following way:

\_\_\_ I have attached a summary statement on how the Honors component of the course will be achieved.

I understand that the course instructor will need to confirm my satisfactory work on the Honors component with the Honors Program office before the HON designation is added to my transcript grade for this course.

**Student signature:** \_\_\_\_\_  
(signature) (print name) (date)

**Instructor signature:** \_\_\_\_\_  
(signature) (print name) (date)

LCCC Honors Program Coordinator \_\_\_\_\_

Date signed \_\_\_\_\_

[Office use only] Date forwarded to Registrar \_\_\_\_\_

**Deadline: The Friday of the third week of the semester.**

**Honors College Contract Completion  
Exit Survey**

This exit survey is to be completed by the faculty member and the student upon completion of the project to receive Honors credit for this course. Please return to Jen Cline, Honors College Coordinator in CW 3333.

- Name of the HC Student: \_\_\_\_\_
  - Name of faculty member: \_\_\_\_\_
  - Title/description of the project: \_\_\_\_\_
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- The student's project:
  - Exceeded expectations
  - Met expectations
  - Did not meet expectations
  - Incomplete: date expected to be completed \_\_\_\_\_
- Will this project be presented at the annual Honors College Expo in May?
  - Yes
  - No
  - Undecided
- What were the student's weaknesses in this project?

- What were the student's strengths?

- What is the student taking away as a result of completing this project?

Student signature: \_\_\_\_\_

Faculty signature: \_\_\_\_\_