

Guidelines for Honors Courses by Contract

University Honors Program

1. Instructors are under no obligation to offer a course for Honors credit.
2. It is the student's responsibility to complete all of the necessary paperwork and return it to the honors office.
3. The Request for Honors Credit page must be submitted by the student to the Director by the end of the third week of classes unless other arrangements are made with the Honors Director.
4. The goal is to emphasize higher-order skills—such as analysis, synthesis, and application. To that end, you can either *add* additional readings and assignments to the original syllabus or *substitute* some of what was originally intended for something more substantive.
5. The Honors' Contract is not to be used to replace a departmental course already in place at the university.
6. Examples of Honors-style assignments and projects include analytical essays and papers, original research, lab work or experiments, and community-based learning. Students might also connect material from other courses and disciplines. Simply put, be as creative and bold as possible.
7. Both student and professor should determine assignments/projects.
8. The Completion of Honors Credit page should be submitted to the Director by within one week after the final exam period has ended.
9. Instructor should NOT sign the final portion of the contract if the coursework was not completed on time or to their satisfaction.
10. If you have any questions about the procedure, Honors coursework, or what is expected of you, please call or write.
11. FACULTY – Please complete the Honors Assessment and send it in interoffice mail separately unless you mail in the completion form.

Dr. Julia Frederick
Director, Honors Program
337/482-6700
julia@louisiana.edu

Request for Honors Credit

Course by Contract, University Honors Program

Student's name _____ Semester _____

Student's CLID _____ Student's ULID _____

Course name and number _____

Course Credit Hours (Must be 3 or more credit hours) _____

*In a brief paragraph, explain how the coursework differs from the standard version of the course. Refer to the Guidelines or consult the Director for tips on how to make a regular course worthy of Honors credit. * In particular, please show how this work reflects the underlined goals stated in #4 of the guidelines.*

Student's signature Date

Instructor's signature Date

Student's Printed Name

Instructor's Printed Name

Director's Signature Date

*Attach a copy of the original course **syllabus** and deliver the form to Dr. Julia Frederick, 208 Judice-Rickels Hall, the director of the Program. You must obtain the signature of all parties involved for the contract to be binding.*

This portion of the contract must be completed by the end of the third week of classes.

Completion of Honors Credit

Course by Contract, University Honors Program

Student's name _____ Semester _____
Student's CLID _____ Student's ULID _____
Course name and number _____

The student has completed the coursework described in the contract and deserves Honors credit for it.

Instructor's signature Date

Print

The terms of the contract have been met to my satisfaction, and I will inform the Registrar to adjust the student's transcript accordingly.

Director's signature Date

The student should return the completed contract to the Director of the Program within two weeks after the final exam period has ended.

It is the student's responsibility to enclose a copy of the coursework. If that is not possible, please write a brief description below and have the director re-sign.

Learning Outcomes for Honors Contract

Dear Faculty, Please complete the following assessment form. If you are mailing the completion form to Honors you may return the Learning Outcomes with it. If the student is returning the completion form, please send this separately in inter-office mail.

Student Name _____
CLID _____
ULID _____
Professor _____
Class _____

Return to: Director, Honors Program
 Room 208, Judice-Rickels Hall

Student Learning Outcome	Exceeds Expectations	Meets Expectations	Fails to Meet Expectations
<u>Content</u> : Appraise the knowledge, concepts, techniques and methodology appropriate to Honors Work including synthesis of information.			
<u>Critical Thinking</u> : Exhibit discipline-based and/or cross-discipline-based higher order Thinking skills; select and organize credible evidence to support converging Arguments, solve discipline-based and/or cross-discipline-based problems using Strategies appropriate to the subject.			
<u>Communication</u> : Communicate effectively in one-on-one or group contexts, express Ideas and concepts precisely and persuasively in multiple formats, employ writing conventions suitable to the research method and/or creative process.			
<u>Project Management</u> : Apply discipline-based and/or cross discipline-based knowledge to design a problem-solving strategy			

Please use the remainder of this form to add any information you feel is important.