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 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.

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. It is intended to be used primarily for upper level (300-level and above) classes.*

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.

*Exceptions to this rule must be cleared with the Director of Honors.

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Director, Honors Program
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Request for Honors Credit
Course by Contract, University Honors Program

Student’s name ___________________________ Semester ___________
Student’s CLID __________________________

Course name and number __________________________________________
In a brief (and typed) 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. The director will make copies of the final contract available to the student and the instructor.

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 #__________________________
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 one week 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.