

## Guidelines for Honors Courses by Contract

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 due date announced at the beginning of each semester 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 Honors course already in place at the university. **(Example: STAT 215 is the Honor's version of STAT 214, therefore STAT 214 cannot be contracted.)**
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 the due date announced at the beginning of each semester.
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 it with the completion form.

Dr. Julia Frederick  
Director, Honors Program  
337/482-6700  
[julia@louisiana.edu](mailto:julia@louisiana.edu)

# **Request for Honors Credit**

Course by Contract, University Honors Program

Name \_\_\_\_\_ Semester \_\_\_\_\_

ULID \_\_\_\_\_

CRN \_\_\_\_\_ Course (with section number) \_\_\_\_\_

Credit Hours (Must be three (3) or more credit hours) \_\_\_\_\_

**Example: See “Concise Student Schedule” in Ulink** →

CRN	Course	Credits
42439	BLAW 310 007	3.000

**TITLE OF COURSE:** \_\_\_\_\_

**EX. Legal Environment of Business**

*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

**PLEASE NOTE: It is the student's responsibility to enclose a copy of the class SYLLABUS.** *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 due date given at the beginning of the semester.*

# **Completion of Honors Credit**

*Course by Contract, University Honors Program*

Name \_\_\_\_\_ Semester \_\_\_\_\_

ULID \_\_\_\_\_

CRN \_\_\_\_\_ Course (with section number) \_\_\_\_\_

Credit Hours (Must be three (3) or more credit hours) \_\_\_\_\_

**Example: See “Concise Student Schedule” in Ulink** →

CRN	Course	Credits
42439	BLAW 310 007	3.000

**TITLE OF COURSE:** \_\_\_\_\_

**EX. Legal Environment of Business**

**The student has completed the coursework described in the contract and deserves Honors credit:**

\_\_\_\_\_  
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.*

**PLEASE NOTE: It is the student’s responsibility to enclose a copy of the COURSEWORK. If that is not possible, please attach a brief description of the coursework. The contract is NOT complete without a copy of the coursework.**

## 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** \_\_\_\_\_  
**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.