

Earning honors credit in a given semester begins with this completed form. The form may be completed by typing in responses or printing and handwriting them. A completed form (file or scanned document) should be submitted to honors@highlands.edu by the term deadline for consideration.

Student name	
Student # 900...	
Student email	
Instructor name	
Instructor email	
Instructor Supervisor (Chair)	
Course (e.g. Calculus 1)	
Code and Section (e.g. ENGL1101 W2)	
CRN (e.g. 80123)	
Schedule (8, 10, or 16-week?) <i>New honors students must complete a 16-week project first</i>	
Credits (e.g. 2, 3, 4, 6, 9) <i>Amount of work should reflect number of credits granted</i>	
Semester/Year (e.g. Fall 2023)	
<i>Has this student been accepted into the Honors Program?</i>	
<i>Has this student completed an honors project for credit?</i>	
<i>Has this instructor mentored an honors project for credit?</i>	

Signing below indicates that the student agrees to the plan of work for the project on appended pages and that the instructor agrees to mentor the student on the plan of work in the pursuit of honors credit.

Student Name _____	Student Signature _____	Date _____
Instructor Name _____	Instructor Signature _____	Date _____

Completed contracts are subject to approval by the Honors Director. As needed on the basis of content complexity, contracts may be reviewed by the Honors Advisory Committee prior to approval by the Honors Director.

Project Plan of Work

Note that Honors projects should not be merely *quantitatively more* work (more pages, more sources, a duplicate assignment) than a student would complete in the regular course. An honors project should substantively and/or qualitatively build on the regular work of the course, proceeding in similar or new formats to document the guided research the student completes.

The instructor of record is responsible for determining appropriate academic rigor representing conversion of regular credit to honors credit. The instructor of record is also responsible for establishing appropriate levels of work to number of credits converted (e.g. 4 credit projects vs 3 credit projects, 9 credit projects vs 3 credit projects, 3 credit projects vs 2 credit projects).

Please add or append a description of the **Mission, Meetings, and Milestones** applicable to this project.

- A. **Mission** – What is the purpose of this project? What is it about? The focus should be some aspect of content related to the course but one not normally investigated in depth as part of regular coursework. Effort should be made to find a connection between content and the student’s passion, pathway, curiosity, or concerns. Please specifically address the following:
1. What is the general **Focus** of this project? What content will it consider?
 2. What **Question** is the student trying to answer with this research or activity?
 3. What **Method** will the student use to answer that question?
 4. What kinds/numbers of **Sources** will the student engage with as part of this process?
 5. What **Format** will the final product take? How will the results of the project be reported? While it is common for projects to include formal writing or a presentation, this is not required. What works for the student and the instructor?
- B. **Meetings** – How and when will the student and instructor meet? The student and instructor should schedule (in the contract) and adhere to *no fewer than three meetings* over the course of the semester about the work of the project (not advising or classwork).
- C. **Milestones** – How and when will the student submit pieces of the project to the instructor for review? It is *strongly advised* that you arrange a schedule of piece-submission for the project, rather than requiring the whole to be submitted near the end of term. Milestone submission allows the instructor to monitor progress and to coach the student on direction, effort level, and format throughout the middle of the semester so that there are no surprises near the end of the semester when the project is being considered for Honors Credit.
- D. **Coursework** – Please attach a copy of the regular course syllabus for this section.

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