**Honors Program**

**Northwestern College**

**Honors Component Contract Guidelines**

An honors component is an enhancement of the requirements for an existing assignment in one of your upper-level (numbered 300 or higher) courses within your major. The honors component will be developed by the student with permission of the course instructor using the following guidelines:

* The method of exceeding assignment expectations will be student initiated and instructor and Honors Program director approved.
* Faculty are under no obligation to fulfill honors contract requests.
* The honors component added to the existing assignment should be significant (the definition of “significant” is left to the discretion of the instructor) without being disproportionate to the assignment itself.
* The assignment(s) chosen should represent a significant portion of the course grade. However, no change will be made to the weight of the assignment(s) relative to the rest of the course requirements.
* Syllabus of the class must be attached.

Contracts may also be proposed between groups of students and a single instructor. Please include this request within your written proposal, and submit all completed materials together.

COMPONENT PROPOSAL

Students must recognize that an honors component in a non-honors course potentially imposes an extra burden on the instructor. To avoid this, the student will therefore assume primary responsibility for preparing the description of the honors component and for submitting it for evaluation.

The proposal is composed of:

1. A summary of the honors component (approximately 1 page) should include:
	1. a description of the work to be undertaken, including timetable and identification of any special materials and expenses needed;
	2. an explanation of how the proposed honors component goes beyond the regular course syllabus;
	3. an explanation of how the work will be evaluated by the professor upon completion.
2. A completed Honors Component Form signed by the student, professor, department chair (if there are financial implications of the project), and an honors co-director (in that order).

Upon completion of honors component work:

1. The student must submit to the Honors Program Directors a short summary report of the component work, signed by the instructor, by the last day of the final exam period.

**Honors Component Form**

**Name of Student:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_

**Term of Course: \_\_\_\_\_\_\_** Fall\_\_\_\_\_\_\_Spring **Year** \_\_\_\_\_\_\_\_\_\_\_\_

**Student's Major:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Course:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Instructor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Signature**

*By signing this form, you signify that you have read, understood, and agree to adhere to all of the Guidelines relating to the completion of this course, as described in the Honors Contract Guidelines. You agree to fulfill all of the course requirements, including the requirements that enhance the course as an honors experience.*

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructor Signature**

*By signing this form, you signify that you have read, understood, and agree to adhere to all of the Guidelines relating to the completion of this course, as described in the Honors Contract Guidelines.*

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Department Chair Signature, if needed**

*If the honors component has any financial implications for the department (e.g. lab supplies), a signature from the department chair must also be obtained.*

*Department Chair: By signing this form, you signify that you understand the departmental cost of the project and the department is willing to financially support this honors component*

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Honors Program Director**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Be sure to attach a summary of the honors component and a copy of the course syllabus to this form.*