

**COLLEGE OF DUPAGE HONORS PROGRAM**

**Honors Contract**  
**Proposal Form**

**Student Name:**

Student's I.D. No.:

Student's Phone No:

Student's school email address:

List previous Honors Course(s):

**Instructor Name:**

Date of Submission:

For Term/Year:

Phone/Extension:

Instructor's email address:

Department/Course Number:

Course Name:

Beginning date:

End date:

Credit hours:

Lecture hours:

Lab hours:

**Faculty Facilitator** (if needed):

Phone/Extension:

Facilitator's email:

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**Signatures**

**Student:**

Date:

**Instructor:**

Date:

**Faculty Facilitator** (if needed):

Date:

**Dean:**

Date:

(Note: Deans do not approve the project. Deans confirm that this contract will not adversely affect faculty teaching load and that the stipend will be paid.)

**Director of Honors Program:**

Date:

Submit this form to the Director of the Honors Program, Honors Program Office, BIC 3418, 630-942-3318, [honorsprogram@cod.edu](mailto:honorsprogram@cod.edu), for review by the Honors Program. The Director will make every attempt to get back to the instructor and student with an approval or request for revisions in a timely manner.

Deadlines: Thursday of the 3<sup>rd</sup> week in 16-week or 12-week term; Thursday of the 2<sup>nd</sup> week in a 10-week or 8-week term. Honors Contracts are not available for classes that are shorter than 8 weeks. Honors Contracts for Study Abroad courses must be proposed and approved prior to travel. Early submissions are encouraged.

For Honors Program office use only. Date Received:

Initials:

**Instructions:**

Please see the “Honors Contract Guidelines for Students and Faculty” for more information.

Please note:

- The Proposal Form needs to be signed by the student, instructor and dean before it is submitted to the Honors Program.
- The Proposal Form must be completed by the student, with guidance from the instructor. The form may be legibly written or typed.
- The project must entail an estimated minimum of 15 hours of work by the student outside of regular course work.
- The project must entail 3-5 hours of meetings or conferences between the instructor and student.
- The instructor and student must agree on a reasonable meeting schedule with appropriate objectives for each meeting, leading towards completion of the project by their agreed-upon deadline.
- The project grade will not be included in the regular course grade.

The “Honors” designation will be added after the instructor confirms with the Honors Program office that the student completed the project with a “B” or better when course grades are submitted. If the project is not satisfactorily completed per the instructor, the course will not be designated as Honors credit. Instead, it will be recorded as a regular non-Honors course.

**Abstract:** Please provide a brief summary. What is the Honors Contract project topic (based on the course syllabus), what will the product be, and what are the possible venues for having the student share their product? (Up to 150 words)

The student is required to have a product of some kind that will be presented to an audience. Please check one:

- a paper/essay,
- \*a professionally printed poster,
- a PowerPoint-type presentation,
- a demonstration,
- artwork,
- a musical composition,
- a computer program,
- other, please specify: \_\_\_\_\_

\*Contact Writing, Reading and Speech Assistance for help creating a poster.

The instructor and student will work with the Director of the Honors Program to find a suitable audience. Please check one:

- a presentation to a small group in the Honors conference room,
- a presentation to a class,

- submission to a publication for undergraduate student work such as COD's *Essai* or the National Collegiate Honors Council's *UReCA*,
- presentation at the Honors Council of the Illinois Region's Student Symposium in February,
- presentation at the COD Library Student Research Symposium,
- other, please specify: \_\_\_\_\_

**Honors course criteria are separated into *core criteria* and *elective criteria*. All Honors Contract projects must address the core criteria. Elective criteria are optional. The purpose of listing criteria is to demonstrate how the Honors Contract project makes the regular course qualitatively different and worthy of Honors credit. These criteria help distinguish an Honors Contract course from a regular course.**

Briefly explain how this project will encourage the development of the required Core Criteria. For example, what are the anticipated assignments, readings, topics of discussion? Demonstrate how the Honors Contract project makes this course experience qualitatively different from the regular course. (Up to 100 words per Core Criteria)

<b>Core Criteria</b>	<b>The Proposed Honors Contract project will include:</b>
Independent/Critical/ Creative Thinking	
Reading (e.g. required texts, types of publications, etc.)	
Writing (e.g. assignments)	
Active/Interactive Learning (e.g. Application Activities, Laboratory Experiments, Data Collection)	
Conducting Research and/or Primary Source Analysis	

Briefly explain how this project will incorporate any of the optional Elective Criteria. If an Elective Criterion is not applicable, simply put N/A. Elective criteria can help distinguish an Honors Contract course from the regular course. (Up to 100 words per Elective Criteria)

<b>Elective Criteria</b>	<b>The Proposed Honors Contract project will include:</b>
Field Trips/Field Work	
*Service Learning/ Community Engagement (e.g. volunteer project)	

Innovative Pedagogy	
Interdisciplinary Approach	

\*Contact the Service Learning office for criteria needed to earn Service Learning designation on transcript.