

University Honors Program, Idaho State University
Student-Initiated Honors Course Contract Process Checklist

- ☐ 1. Introduce yourself as a University Honors Program student to the instructor of the course and request a meeting to discuss contracting the course for Honors credit.

Direct the instructor to the Honors Faculty Resources webpage:

www.isu.edu/honors/honors-faculty/honors-faculty-resources/

- ☐ 2. Arrange the terms of your contract with your instructor. You and your instructor will need to put the terms in writing in a digital file that you will upload in the online Honors Contract Form.

A. Specify how the Honors course requirements will differ from the general course requirements. These requirements may include but are not limited to: independent research, collaborative projects, service learning, outreach programming, leadership training, alternative media development, professional or technical applications, student teaching and mentoring, and the enhancement of critical, synthetic, comparative, interdisciplinary, or creative thinking.

B. Provide a description of alternative assignments, testing, or performance criteria. Note that Honors options should focus on different or alternative work, not additional work.

C. Specify how the Honors coursework will be integrated into the final grade. This can vary from stating the number of points specific Honors assignments are worth, the total number of points for the Honors coursework, or the percentage of the total grade that Honors coursework will be.

Examples of past contracted courses are available on the UHP webpage:

www.isu.edu/honors/current-students/honors-curriculum-and-courses/contract-courses/

- ☐ 3. Complete the online Honors Contract Course Form. The link to the form is located on the UHP website at:

www.isu.edu/honors/current-students/honors-curriculum-and-courses/contract-courses/

You will need to provide the following information and files:

The instructor's name and email address.

The instructor's department chair name and email address.

A digital file of the Course Syllabus. (Request this from the instructor.)

A digital file of the terms of the contract (from checkbox #2, above).

ALL Honors Course Contracts are due by
the third Friday of the semester in which you will be registered in the course.