



# Honors Mentoring Agreement Proposal

An Honors Mentoring Agreement ("contract") is a formal agreement a student, a mentor, the DHA, and Honors to complete an Honors in Practice experience. Each agreement proposes--and then documents the student's completion of--an academic or professional project that extends learning beyond regular coursework. Students earn **3 Honors points** for every successfully proposed, completed, and approved project, and these projects require a minimum of 20 hours of work outside the classroom. The *Honors in Practice Handbook* and the University Honors Program (UHP) Canvas course (for students) include detailed descriptions of the types and uses of Honors Mentoring Agreements (HMA), as well as student and faculty responsibilities and step-by-step instructions.

Student's Name \_\_\_\_\_ E-mail \_\_\_\_\_ A # \_\_\_\_\_

Expected Grad Sem/Yr \_\_\_\_\_ Major(s) and/or minor(s) \_\_\_\_\_

Student's Signature (verifies understanding of HMA requirements) \_\_\_\_\_ HMA Start/End Dates or Term \_\_\_\_\_

Project title (or course dept., #, and title) – Is this an internship  or study abroad ? \_\_\_\_\_ ESTIMATED TOTAL WORK HOURS \_\_\_\_\_

Mentor's Name (print) \_\_\_\_\_ Mentor's E-mail \_\_\_\_\_ Mentor's Department \_\_\_\_\_ Departmental Honors Advisor's Name (print) \_\_\_\_\_

Mentor's Signature \_\_\_\_\_ Date \_\_\_\_\_ Departmental Faculty Honors Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_  
 \*\* Mentor and DHA signatures verify reading and approval of proposal. \*\*      \*\* or attach email indicating approval \*\*

STUDENT: I grant permission to feature this project on Honors social media: Yes  No   
 If "yes," please send clearly labeled photos of this work to [honors@usu.edu](mailto:honors@usu.edu).

## REQUIREMENTS

- Honors Mentoring Agreements (HMA) are for **Honors students only** and are valid only if proposed and approved before the project begins and documented and approved upon completion.
- At the beginning of the project, the mentor and DHA indicate project approval by reading the HMA Proposal and signing this form. Honors approval then follows upon submission and review of the signed proposal in the UHP Canvas course.
- All HMAs must result in a concrete final product (poster, report, paper, PowerPoint, photo documentation, work log etc.) and a 500-600-word reflective essay about this experience of Honors in Practice (HIP).
- Students must complete the HMA by the stated deadline or communicate changes in timeline with the mentor, DHA, and Honors.
- HMAs need not be connected to a course, but if they are, only **upper-division courses** are acceptable. The work for these agreements is not graded and does not affect the course grade, but students must pass any class associated with an HMA.

## WORK

HMAs enrich a student's academic experience beyond normal coursework. Each HMA demands a minimum of **20 hours** of work beyond normal coursework. Students may complete more than one HMA for an extensive project, but each part of that longer project must be proposed, approved, and completed as its own agreement. The student and mentor must meet (outside of class) **at least twice per month (minimum six times per semester)** to discuss the project. Students report meeting dates upon completion.

**PROPOSAL:** Please indicate if HMA fulfills Honors Excel  or Community-Engaged Scholar  or Global Engagement Scholar  or Undergraduate Research  requirements – if so, explain how it does so under #1 below.)

The proposal includes two parts: **1) a brief project overview**, including key **goals**, proposed **work** and **timeline**, and description of **final product** (beyond required reflection); and **2) a detailed rationale** for how the HMA meets Honors learning outcomes by adding to student's **overall education** or **future goals**, deepening **research** experience in major or demanding **critical thinking** about major topics, broadening **experience across disciplines**, and engaging student in the **local or global community**.

**APPROVAL:** Students must upload complete proposals with signed forms in the UHP Canvas course; Honors approves or denies all HMAs and awards points only after successful contract completion and upload of all completion documentation.