

# Rules & Guidelines for a Successful Learning Contract

1. Honors Contracts are not (usually) offered for courses with an already established Honors section.
2. Honors Contracts are normally supervised by a member of the UToledo faculty. If students wish to pursue a Contract with someone other than a faculty member (such as a graduate student), they must negotiate for an exception to this rule with the Chair of the department offering the course.
3. As part of developing an Honors Contract, the faculty member and student negotiate the content of the project, the criteria for evaluating the project, and a due date for the project as well as the Narrative Summary that will enable the Evaluation Form to be submitted electronically to the Honors College no later than the last day of scheduled classes for that semester before exams. The student and faculty member should also schedule several meetings during the semester to discuss progress on the project.
4. To receive Honors credit, all students must complete the Evaluation Form portion of the Honors Learning Contract online. The summary must include the topic of the project, what the project entailed, and whether the goals for the project were met. Once approved by the faculty member, the Evaluation Form will be submitted electronically to the Honors Director for the college offering the course for that person's approval. The Honors College will then finally receive the Contract electronically for approval. The transcript will bear recognition of the Honors credit for the course by early in the next semester.
5. The course grade will NOT be affected by the successful or unsuccessful completion of the Honors Learning Contract project. If the Contract work is completed successfully and the student receives a letter grade of "B" or higher, the student will receive Honors credit for the course. If the contracted work is not completed, or the student receives a letter grade lower than a "B," no Honors credit will be awarded.
6. Because written engagement with ideas is a common currency of academia, it is expected that your Honors Contract will include some written work, although the degree and kind will vary from Contract to Contract.
7. The work specified by the Contract should address specific goals of an Honors Experience (see figure linked in the online Contract form).
8. There are many different kinds of projects that can be used for Learning Contracts.
  - a. Pedagogy. Students pursuing an Honors Learning Contract may focus their Honors work around instruction. Possibilities include, but are not limited to, planning study guides for the course, designing lesson plans, leading class discussion, team-teaching a class or unit, contributing to online content, working on ways to enhance the course for future semesters, managing online discussion forums, or designing syllabi on subjects related to the course.
  - b. Public Scholarship. Students pursuing this Contract focus their Honors work around public scholarship. Possibilities include, but are not limited to, delivering a presentation to audiences in the local community or writing essays on their course work for public venues such as local newspapers and magazines or a public blog site.
  - c. Research. Students focus their Honors work around independent research. Possibilities may include papers on topics related to the course. Students may be asked to present these papers at an annual forum dedicated to Honors students' research.

- d. Community Projects and Service. Students focus their Honors work around community service. Possibilities include conducting interviews, fieldwork, volunteering at non-profit agencies, *et cetera* and a written component, analysis, or reflection is required.
  - e. Special Informal Seminars or Classes. Students may focus their Honors work around attending an informal Honors seminar or class related to the course (a feasible possibility for courses with high numbers of requests for Contracts). Students would meet outside of class as a group with the sponsoring faculty member for a specified number of class periods and discuss a specific topic through reading articles and/or books.
10. As early as possible before the semester starts and well before meeting with the faculty member, look over the course syllabus carefully and think about possible projects you could do, or topics you could explore, for potential Honors credit. Either refer the faculty member to information on the Web site or bring a copy of this document with you, in case he or she is unfamiliar with how an Honors Learning Contract works. Discuss your ideas for possible topics and projects to pursue, and listen to their ideas. Since an Honors Contract requires additional time and energy from the faculty member, they have the right to decline to participate.