



YOU MUST FILE THE CONTRACT ONLINE - THIS DOCUMENT IS EXCLUSIVELY A LEARNING TOOL

JESUP SCOTT HONORS COLLEGE

HONORS LEARNING CONTRACT

An Honors Learning Contract provides an Honors student with a way to earn Honors credit for a regular, non-Honors course by doing additional focused work that meets requirements for an Honors experience (see figure linked [here](#)). Students who pursue the Contract should be very engaged by the course content and committed to doing more intensive work than is required of other students in the course. Since much of this work is often done independently, students must communicate regularly about their progress with their sponsoring faculty member. **Students must earn a grade of "B" or better in the course to receive Honors credit for a Learning Contract. Contracts will not be accepted from students in their first semester.**

It is the responsibility of the Honors student to propose and negotiate a Learning Contract with a sponsoring faculty member, complete the Honors Learning Contract proposal, complete the work, complete the Narrative Summary, and see to it that the Evaluation Form portion of the Contract is completed by the instructor by the recommended deadlines. For more details on the process, see the "Rules and Guidelines for Deciding on an Honors Learning Contract Project" document linked [here](#).

STUDENT INFORMATION

First Name * Last Name * Rocket ID
 UToledo Email Address Phone Number *

STEP 1:	After registering for classes but before the semester starts, decide in what class(es) you would like to earn Honors Learning Contract credit, obtain a sample syllabus from the faculty member, think about potential projects, and meet with the faculty member to discuss them. Before submitting your Contract electronically, make sure your faculty member is willing to oversee it.
STEP 2:	During week one of the Fall, Spring, or Summer semester, confirm that the faculty member is willing to supervise an Honors Learning Contract with you, draft a one-page proposal using the guidelines listed here , and discuss it with the faculty member. When you both have agreed to your proposal, complete this form by outlining your proposed project in detail.
STEP 3:	Complete the proposal portion of this form on the next page and submit the Contract by signing the form electronically on the last page of the document before the end of the second week of the semester. The form will be sent electronically to your instructor who will review your proposal for approval. If the instructor does not approve, you will need to rework the proposal in whatever appropriate way. The Honors Director in the degree-granting college offering the contracted course will receive proposals electronically that have been approved by the sponsoring faculty member to review and approve. Disapproval from the Director will also entail your revision of the proposal in whatever appropriate ways. The proposal will finally be sent electronically to the Honors College for approval. <i>During Summer semesters and part-of-term sessions, your proposal must be submitted by the end of the first week of class.</i>
STEP 4:	Throughout the semester, work on your approved Honors Learning Contract project with the faculty member.
STEP 5:	No later than the last week of scheduled classes for the semester before exams, submit your Honors Learning Contract Narrative Summary embedded in this form to be approved electronically by your faculty member and the relevant Honors Director. Honors credit will not be awarded until the Evaluation Form is completed by your faculty member and is submitted to the Honors College. It may take up to one month after grades are posted for the Honors designation to appear on your transcript.

COURSE INFORMATION

Term

	CRN	Course ID	Title	Instructor Email
1	<input type="text" value="41002"/>	<input type="text" value="PSY-2100-002"/>	<input type="text" value="Statistical Methods"/>	<input type="text" value="Joshua.Martin2@utoledo.edu"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

For which course are you applying for Honors credit? *

Do not edit the values of the fields below. Please ensure it is accurate before submission of the form.

Selected Course	<input type="text" value="PSY-2100-002"/>			
Instructor's First Name	<input type="text" value="Joshua"/>	Last Name	<input type="text" value="Martin"/>	Email <input type="text" value="Joshua.Martin2@utoledo.edu"/>
Honors Director's First Name	<input type="text" value="Joshua"/>	Last Name	<input type="text" value="Martin"/>	Email <input type="text" value="Joshua.Martin2@utoledo.edu"/>



HONORS LEARNING CONTRACT PROPOSAL INFORMATION

1. Describe your proposed course activities or project **in approximately 250 words**.

*You will enter your response to this prompt here.

2. Review the Profile of a JSHC Honors Student linked [here](#) and then identify 1 kind of Knowledge, 3 kinds of Traits & Skills, and 6 Key Features your proposed activities will satisfy. Describe what specifically you will do to satisfy each of these learning goals **in approximately 100 words**.

*You will enter your response to this prompt here.

3. Please discuss with your faculty member, and describe below **in approximately 100 words**, what factors and measurable goals will be evaluated and how your faculty member will evaluate and grade successful completion of your proposed Honors Learning Contract activities.

*You will enter your response to this prompt here.

4. Please list **in approximately 100 words** a timeline of activities including check-in meetings, due dates, etc. We expect sustained engagement throughout the semester.

*You will enter your response to this prompt here.

5. What is your project due date? *To allow sufficient time for faculty review, it should be no later than one week before the last day of scheduled classes for the semester before exams.*

*04/26/2024

To submit this Contract, progress through the rest of the form and sign it electronically.

SPONSORING FACULTY MEMBER INFORMATION - BEGINNING OF TERM

Comments, questions, or suggestions?

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HONORS DIRECTOR INFORMATION - BEGINNING OF TERM

Comments, questions, or suggestions?

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HONORS COLLEGE INFORMATION - BEGINNING OF TERM

Comments, questions, or suggestions?

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NARRATIVE SUMMARY - End of Term

As part of the requirements for receiving Honors credit for a regular course, you are required to write a one-page, **500-750 words minimum** Narrative Summary of your project. Please include: 1) a title, 2) a brief description of your project, and 3) based on your initial plan, a frank assessment of whether you did or did not meet your initial goals as described previously in your proposal. All Narrative Summaries **MUST** be completed and approved by the faculty member overseeing the project by the last scheduled day of classes for the semester before exams.

The area below for your Narrative Summary will become accessible later in the semester when your project is complete or nearing completion, allowing you to reflect on and assess your experience. Until then, students should skip this page and the next until prompted to sign and thereby submit this form.

Students will complete this section near the end of the semester.

By signing and submitting this form on the last page, I attest that I have accurately described my work in my Learning Contract Narrative Summary.



SPONSORING FACULTY MEMBER INFORMATION - END OF TERM

The Honors College thanks you for your participation in an Honors Learning Contract with one or more of our Honors students this semester!

Please indicate whether this student completed the contracted work satisfactorily. If not, indicate why not. **Please remember that these Honors projects are not assigned letter grades and should not affect the student's course grade. To record your responses below, you must proceed to the next page of the form and submit your electronic signature.**

- Successfully completed the Honors Learning Contract and should receive an HON designation for this
- Course work received was not Honors quality
- Student's grade in the course is lower than a "B" and thus Honors credit is not appropriate
- Student failed to turn in the work specified on the Contract and has not been granted an extension
- Extension Granted: Student granted an extension of no more than 30 days from last day of the semester

Comments, questions, or suggestions?

By signing and submitting this form on the next page, I attest that I have read the student's Narrative Summary and recorded my views above.

HONORS DIRECTOR INFORMATION - END OF TERM

Comments, questions, or suggestions?

HONORS COLLEGE INFORMATION - END OF TERM

Comments, questions, or suggestions?

Student Signature	<input type="text" value="Electronic Signature Pending"/>
Faculty Member/Course Instructor Signature	<input type="text" value="Electronic Signature Pending"/>
Honors Director Signature	<input type="text" value="Electronic Signature Pending"/>

Honors Dean Signature

Electronic Signature Pending

Student End of Term
Signature

Electronic Signature Pending

Faculty Member/Course
Instructor End of Term
Signature

Electronic Signature Pending

Honors Director End of
Term Signature

Electronic Signature Pending

Honors Dean End of Term
Signature

Electronic Signature Pending