

HONORS OPTIONS STEP-BY-STEP DIRECTIONS

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Addition of Honors Section: You can either announce the availability of honors options (contracts) to your class or wait until a student approaches you. You should then make the determination as to which student(s) you would enjoy working with. If you decide that you would like to contract for honors with a student(s), you and the student fill out an Honors Contract making sure to put the regular class number and section on the form (***DO NOT put the Honors course number on contract***). Also, it is very important that if you are adding a student under special circumstances, you give an explanation on the contract or on an attached sheet. Be sure to include when the student anticipates graduating.

DO NOT send the student to the dean's office to get permission to take an honors class – this is the instructor discretion. Send the signed contract to the Arts & Sciences Dean's office. ***The honors section will be added to the contract upon approval.***

Instructors should pre-screen the student's credentials to verify that the student is eligible for the program. The dean's office will verify eligibility during the registration process.

Make sure that the student's name and student number are legible. You need to be specific as to topic choice and methods of exploration in filling out the contract. Contracts should also reference due dates for such things as topic choice, expanded outline, first draft, and final draft on the contract with deadlines of the fourth, eighth and twelfth week – revisions – then final draft due on or before the fourteenth week.

If your student(s) are participating in a group project, each student reports to the other options student on topic choice, methods of exploration, and final results during your group meetings.

You may also want to meet with all of your honors options students prior to a date when something is due.

The HONORS TOPIC of expansion that the student will be exploring should be determined by both you and the student. Anything of special interest to the student or you can be chosen. The method of exploration is totally up to you and your student(s). **TOPIC CHOICE SHOULD BE DETERMINED NO LATER THAN THE SECOND WEEK OF CLASS FOR FALL & SPRING.....FIRST WEEK FOR SUMMER.**

SIGNED CONTRACTS are due to the dean's office **BY THE FOURTH WEEK OF FALL & SPRING SEMESTER** and **SECOND WEEK OF SUMMER SEMESTER** (See actual semester date on the "Honors Deadlines" attached.) The Dean's office will check to make sure that each student meets the criteria, that you have filled out the contract properly, and that your honors section is entered in the computer. The dean will then sign and return two copies of the contract,

one for you and one for your student(s), and we will forward a copy to the Registrar's office for final processing. We try very hard to complete this by no later than the third week of class.

THIS COMPLETES YOUR PAPERWORK. The Dean's office will be checking before the end of the fourth week during the fall and spring semesters and second week of summer semester to ensure that all paperwork has been completed. Since the end of the eighth week is the last chance for the student to drop the honors option (reverse), it is a good idea to make sure that you meet with all of your honors options students that eighth week.

You need to submit to the appropriate dean a **Compensation Form** around the twelfth week in the fall and spring semesters and the sixth week in the summer. You receive independent compensation pay rate for the time that you contribute toward completion of students' honors projects. Forms may be found on the MAC website under Faculty/Staff Resources, on the "P" drive under Honors, and in the forms bin outside of the print shop.

These honors projects can be very rewarding to both you and your student(s), but if you leave the student(s) too unstructured or you attempt projects with too many students you may not be as pleased with your participation as you should be.

One final note: If you enjoy working with this type of student, we already have in place a one hour READINGS IN HONORS and a one hour RESEARCH IN HONORS that any instructor may offer students. If this summer, for example, you read a book or two that really impacted you, why not share that with a group of students?