

## **Honors Course / Section Contract Policies and Guidelines**

### **Purpose**

An Honors contract is an agreement between a professor and an Honors student in a regular (Non-Honors) course. The guiding principle for an Honors contract is “enrichment, not necessarily extra.” In other words, the terms of the Honors contract should be challenging and demanding not by assigning more work, but by exploring and engaging Honors students to meet their Honors Program goals and learning outcomes. Students and faculty should negotiate an agreement that is tailored to the specifics of their interaction, the expected work, and the course.

### **Examples of Honors Contract Course Assignments**

Honors contracts entail a commitment by both parties to a learning experience beyond normal course requirement. Honors contracts should incorporate some of the following elements:

- Advanced supplemental reading, especially of primary sources
- Emphasis on student class participation
- Opportunity for student class presentation
- Assist with faculty research
- Create, test, and/or evaluate a software program
- Design and test a lab project

*The Honors Program*

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- Greater depth and/or breadth of subject matter, particularly synthesis of different perspectives or points of view through a research paper/project.

Regardless of the specific project/assignment, the Honors contract should incorporate elements of one or more of the published program's learning outcomes. It should also provide the student an opportunity to work closely with the instructor, either in small group sessions or in individual conferences. It should also provide qualitatively different experiences for the student along with an active learning opportunity (for example, responsibility for preparing and presenting one or more lectures).

## **Honors Syllabus**

Students must work with their professor to develop an Honors syllabus for a course under contract. The syllabus must adhere to the goals and learning outcomes of the Honors Program. It should clearly identify Honors assignments and/or projects including due dates and submission requirements. A minimum of 25% of coursework assessments must be Honors based.

## **Honors Program Learning Objectives**

- To foster an interdisciplinary perspective.
- To inculcate scholarly inquiry skills.
- To advance communication skills.
- To advance students' critical thinking skills.
- To prepare students for post baccalaureate graduate studies.

## **Honors Program Learning Outcomes**

- Develop interdisciplinary perspectives on contemporary and current issues
- Develop ability to conduct quality research or scholarship in their disciplines

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- Demonstrate advanced oral and written communication skills
- Develop advanced level of critical thinking and problem solving skills

## General Policies and Procedures

- The Honors contract option applies to the courses in the Major defined by each College. Honors courses identified by the various Colleges can be found on the following link: [http://www.qu.edu.qa/honors\\_program/students/major\\_courses.php](http://www.qu.edu.qa/honors_program/students/major_courses.php).
- Honor Students must inform the Honors Office about their need to sign an Honors Contract Course.
- The Honors Student and Instructor meet and agree on terms, assignment, and assessment of the Honors Contract Course (Recommended time: before start of a new academic semester).
- The Honors student in consultation with faculty completes an Honors Contract Form 1. Form 1 is available at: [http://www.qu.edu.qa/honors\\_program/students/documents/Contract\\_Form1.pdf](http://www.qu.edu.qa/honors_program/students/documents/Contract_Form1.pdf)
- Form 1 signed (by Instructor and the Honor Student) and all supporting documents must be submitted to the Honors Office one week after the end of ADD & DROP period for Honors Office endorsement and approval.
- The Honors student or the Instructor must submit a work portfolio including copies of all graded assignments and dates of completion no later than a week after the final exam period. The coversheet for the portfolio is available at: [http://www.qu.edu.qa/honors\\_program/students/documents/Contract\\_CoverSheet.pdf](http://www.qu.edu.qa/honors_program/students/documents/Contract_CoverSheet.pdf)
- The Instructor must submit final feedback, indicating course work completion, via submitting Form 2, to the Honors Office once the grade for the course is finalized. Form 2 is available at: [http://www.qu.edu.qa/honors\\_program/students/documents/Contract\\_Form2.pdf](http://www.qu.edu.qa/honors_program/students/documents/Contract_Form2.pdf)
- Once the Honors Office receives Form 2, indicating all course work has been completed, the banner and the Registrar's offices are notified and an "H", designating Honors, is then listed beside the course on the transcript.

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## **Contract Termination Policies**

A contract is binding and its termination can occur only if:

- Unforeseen circumstances related to health or change of status that require either party to depart the university.
- A student exercises the option to drop the course altogether in accordance with established university deadlines.
- A student decides to withdraw voluntarily and formally from the Honors Program during the drop and add week of the semester in which the contract is enforced.

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