This contract serves as an agreement between the Honors Program, the student and the faculty member. After the director approves the initial outline proposal, the student will work closely with the faculty member on the approved project. The project must be completed by the end of the agreed upon semester. It must have three components:

- A written research component (minimum 10 pages), with a minimum of five primary and five secondary sources
- An outside class activity related to research: for example, a conference, museum, lecture
- An oral presentation, 15 minutes long, presented before fellow peers and faculty member

Please note: A detailed project outline and one copy of the class syllabus must be submitted to the Honors Program office by the established contract deadline of the current semester. The outline must include the following:

- Approved topic and thesis with at least five primary and five secondary sources
- One outside class activity related to research project
- Three points the student will speak about to fellow peers and faculty member

Notification: Approval or revision of the outline will be via email from the director of the program. The director may suggest changes to the project and ask for an updated outline prior to its approval. Once approved, the student may move forward with the faculty member on the project.

Contracts for Fast Track

The Honors Program permits Honors Program students to attempt Honors contracts in fast track sessions, but it is not recommended. Contracts in fast tack sessions are discouraged due to the compressed time frame. A semester-long format allows for more in-depth, meaningful research. Please bear this in mind when you consider an Honors contract for a fast track session.

Per the decision of the Honors Program Committee, Honors Program contracts are not approved during summer session.

Deadlines for fall/spring contracts

- Fast Track 1 classes (8 weeks): end of the fourth week of semester
- Regular semester (18 weeks): end of the fourth week of semester
- Fast Track 2 classes (8 weeks): end of the fourth week of semester
Please note: It is advised students submit their contracts well in advance so the director of the Honors Program has adequate time to review the proposals. Fill out the following form, typed, and submit it to the Honors Program office, SSA building room 122, with your outline and a copy of the course syllabus. You will be notified via e-mail by the director if your project has been approved or needs revision.

If the faculty member determines to pursue an alternative approach to meet the three components listed, the student must include this approach and the justification in the outline.

If the Honors Program office finds missing components in the outline, it will be tentatively denied until revisions are made and resubmitted to the Honors Program office.

**Student identification:**

Student Name: ___________________________ I.D. Number: __________
Student Email: ___________________________ Phone Number: __________
Course Name: ___________________________ Section Number: _____________ Units: ____
Semester: ______ Year____

**Student and faculty member agreement:**

I____________________________ (Student) agree to the terms of the contract, and I will complete the study by the discontinuance of the current semester.

**Student's signature:** ___________________________ Date: ______________

I______________________________ (Instructor) agree to the terms of this contract.

**Instructor's signature:** ___________________________ Date: ______________
Phone Extension: ______________ Email address: __________________________

Faculty will receive instructions via email for submitting contract grades electronically

**Honors Committee approval:**

This project has been approved by the Honors Program Committee, as designated by the signatures below.

Is the class transferable? Yes__ No__

UE and CSU____ CSU only____

Signature of Honors Counselor: ___________________________ Date: ______________

Signature of the Honors Program Committee Chair: ___________________________ Date: ______

Signature of Honors Program Dean: ___________________________ Date: ______________