

If you need help, email Mrs. Roberts, lrroberts@tntech.edu

Please fill out with a pen or by typing.

Name \_\_\_\_\_ T# \_\_\_\_\_ Expected grad semester/year \_\_\_/\_\_\_

Major \_\_\_\_\_ Concentrations/Minors \_\_\_\_\_

Email \_\_\_\_\_ @tntech.edu

Which course are you proposing an Honors Contract for?

_____	_____	_____ - _____	_____	_____
Department	Title of course	Course & section #	CRN#	Cr.hrs.

Name of Instructor: \_\_\_\_\_ Instructor must be a full-time faculty member unless the department’s chair also verifies that the adjunct instructor has the academic credentials and college-level teaching experience necessary to supervise honors-level achievement in the discipline and proposed Contract area.

1. Honors requirements that you will have completed by the end of Fall 2024.

A.  Honors 1010 (if you have not completed this, please reach out to Mrs. Roberts)

B. Honors courses & other Honors credit-bearing options taken/are taking toward the 15-hour block in 3 areas:

C. List any Colloquia, Directed Studies, or Honors Upper Division in the Major you’ve taken/are currently taking.

The value of the Honors Contract isn’t just about earning credits. It gives you practical experience in writing a proposal: a professional skill that lets you take responsibility—by communicating with a professor, sharing your goals and interests, developing a project idea, making sure that the proposal is thoughtful and complete before submitting it—and doing so before the deadline, November 15, 2024.

2. Steps for Making an Honors Contract

A. **Think about your interests and career goals:** What are your research interests, dream career goals, passions, academic interests? They do not necessarily need to be part of this course.

B. **Email the professor as far in advance of the deadline as possible, and include this information:**

- Tell them that you are an Honors Program student, your major, and the name of the course.
- Ask if they can meet with or correspond with you to make an Honors Contract in that course. Be flexible if you are asking for a meeting time, but sharing your availability is good, too.
- Be sure to fill out section A above first to give them an idea of your interests. If you have an idea, share it.
- Attach this form so they can see what the Contract process looks like and thank them.

C. **Complete the following sections of this form in collaboration with the professor.** Enter the description and requirements on the form in the space provided or attach a document.

**3. Place a check (✓) or an X next to all the following that apply** to the proposed Honors Contract project. Tip: These items may suggest approaches you'd enjoy using in your project.

- |  |   |
|--|---|
| 1) <input type="checkbox"/> Research experience  | 7) <input type="checkbox"/> Reading a seminal work associated with the subject                |
| 2) <input type="checkbox"/> Community service  | 8) <input type="checkbox"/> Examining current events related to an aspect of the course       |
| 3) <input type="checkbox"/> Teaching experience  | 9) <input type="checkbox"/> Developing a specific skill not otherwise required for this class |
| 4) <input type="checkbox"/> Presentation experience  | 10) <input type="checkbox"/> Gaining hands-on experience relevant to my career                |
| 5) <input type="checkbox"/> Developing deeper knowledge of a specific concept relevant to the course topic |   |
| 6) <input type="checkbox"/> Integrating this course's material with my interests in another field          |   |

**4. Describe what you will do to receive Honors credit.** A contract is a specific, agreed-upon plan between you, as a proactive student, and an experienced, supportive faculty member.

5. **What are the expectations for the Honors portion of the grade?** Faculty: please detail criteria such as number of peer-reviewed research sources, length, documentation style, progress check-in meetings, etc.

6. **What percentage of the final course grade** will the Honors Contract work represent? \_\_\_\_%  
Faculty: If the project is ambitious, 10%-20% of the grade is a typical range. Percentages outside this range are negotiable with agreement of student and instructor.

7. How will you document the results of the Honors Contract project at the end of the semester? (check one):  
 The student will submit a copy of the project, including the instructor's comments, to the Honors Office; **OR**  
(for Contracts without a written component)  By the last day of finals, the student will submit a one-page report the Honors Office, assessing their Contract experience. Narrative assessment notes from the faculty are welcome.

### **8. Signatures of Approval**

**Student:** I have worked with my instructor to complete this proposal. **I understand that any proposed changes in the contract must be approved. \*\*\*If the instructor changes, I will contact the new instructor and the Honors office immediately to amend the contract.**

I agree to the conditions above. Student's signature \_\_\_\_\_ Date \_\_\_\_\_

Instructor's signature \_\_\_\_\_ Date \_\_\_\_\_ **\*If instructor changes, the student must contact the Honors office and the new instructor. Contracts with TAs will not be approved, except with chair's approval in extraordinary conditions. If you are an Adjunct Instructor: See information on previous page and consult Chair.**

Chair's signature verifying adjunct's qualifications, if applicable: \_\_\_\_\_ Date \_\_\_\_\_

Honors Director's signature: \_\_\_\_\_ Date \_\_\_\_\_

**\*\*\*All complete proposals are due November 15**, so email Mrs. Roberts now if you need some help.  
The student is responsible for returning the completed form to [llroberts@tntech.edu](mailto:llroberts@tntech.edu) or bringing it to the Honors Office by the deadline.