

## Department of Languages, Literatures and Cultures Honors Contract Application

This application is only for students pursuing Department of Languages, Literatures and Cultures Honors. Students in University Honors should use the form available on the Honors College website.

- Completed and signed applications are due by the end of the first week of classes.
- Honors contracts are only available for junior-senior level courses (3000 level or higher) taught by full-time faculty members (not TAs, adjuncts or part-time instructors).
- Frequent, regular meetings to review progress (e.g., biweekly ½ hour meetings) are required.
- A grade of B is required in the course to receive Honors credit; a B- or less receives regular credit.
- Students must have  $\geq 3.2$  GPA to enroll in an honors contract and may only complete two contracts during their academic career.
- All items and signatures are required unless otherwise noted; incomplete application will be returned. **Please type information (except signatures) if possible.**

Name: \_\_\_\_\_ Banner ID: \_\_\_\_\_

ASU Email: \_\_\_\_\_@appstate.edu Phone: ( ) \_\_\_\_\_

Expected graduation term: \_\_\_\_\_ First semester at ASU: \_\_\_\_\_

Cumulative GPA: \_\_\_\_\_ GPA of previous semester \_\_\_\_\_

Pursuing (check all that apply):  University Honors  Dept/College Honors (dept: \_\_\_\_\_)

Have you completed an Honors contract previously?  No  Yes (Max of two Honors contracts)

yes, provide the course dept/ number and semester: \_\_\_\_\_

Contract course prefix/number (e.g., FRE 3035-101) & CRN: \_\_\_\_\_ CRN: \_\_\_\_\_

Title of course: \_\_\_\_\_ Semester enrolled: \_\_\_\_\_

Instructor's name and dept: \_\_\_\_\_

Instructor's faculty title (e.g., Assistant Professor): \_\_\_\_\_

Instructor's ASU email: \_\_\_\_\_@appstate.edu

Reason for contracting *this specific course* and how work fits with your honors curriculum and future goals:

Please list any prior honors courses and any other relevant courses to the proposed honors contract:

<u>Prefix, Number &amp; Name</u>	<u>Hours</u>	<u>Semester</u>	<u>Grade</u>
Ex: FRE 3035 Literature and Film	3	Spring 2018	A-

Honors contracts require both quantitatively and qualitatively more work from the student, usually 10-15% additional effort beyond standard course requirements, such as additional reading, writing, researching, presenting, etc. (or combination) appropriate to the course. **The students and instructor must meet regularly outside of normal class meetings to discuss the honors work:** for example, every other week for at least 30 minutes.

Specific schedule of frequent, regular meetings between student and instructor *outside* of class (**required**):

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<p><b>Honors Contract Activities:</b> Please specifically describe the extra effort required for the honors contract- identify the length of papers, scope of extra projects, etc. Enter “N/A” if not applicable.</p>
Literature review, library, and/or archival research:
Studio-based work:
Presentation at a disciplinary meeting or authorship/ co-authorship of a submitted publication:
Poster or oral presentation at a departmental gathering, class meeting, or undergraduate research day:
Other activities, such as grant writing, community-based research, or curatorial projects:

I agree to these honors contract requirements.

\_\_\_\_\_  
Signature of student (**required**)

\_\_\_\_\_  
Signature of instructor (**required**)

\_\_\_\_\_  
Signature of DLLC Honors Director (**required**)

**Students must submit this completed form with all of the necessary signatures to the Department of Languages, Literatures and Cultures Honors Director by the end of the first week of classes.**

Incomplete applications will be returned.

<p><b>Department Use Only:</b>    <input type="checkbox"/> Approved    <input type="checkbox"/> Denied    <input type="checkbox"/> Returned to student because:</p> <p>_____</p> <p>DLLC Department Honors Director or designee <span style="float: right;">Date</span></p>
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### DLLC Honors Course Contract Guidelines

In some circumstances, a qualified honors student needs honors credit for a non-honors course; therefore, the student commits to an “honors contract” with the course instructor. The purpose of an honors contract is to permit a student with valid reasons to take an enriched course to meet honors requirements.

**Only students who are pursuing departmental Languages, Literatures and Cultures Honors should submit this form. Students who** are pursuing University Honors should contact their Honors College Academic Mentor for additional information.

This form is a contract between the student and instructor. It specifies what work above and beyond the standard course requirements will make the course an honors experience and indicates the criteria upon which the student’s performance will be evaluated.

1. **Honors contract applications are due by the end of the first week of classes.**
2. Honors contracts require approximately 10-15% more work than the regular course requirements. Examples of additional work can include:
  - A. Reading and writing assignments that extend qualitatively (and possibly quantitatively as well) beyond regular course expectations.
  - B. Opportunities for in-class student presentation of research performed independently under the professor’s guidance, when other students are not required to present.
  - C. Involvement in special events such as travel, lectures, performances, or other creative activities for which the student will give formal account to the instructor.
  - D. Other activities as determined by the professor and student.
3. **The student and instructor are expected to meet regularly and frequently outside of class to discuss the honors work.**
4. Junior-senior (3000-4000) level courses that are not usually offered as an honors section can be contracted. Freshmen-sophomore or introductory level courses are not acceptable for contracts.
5. Only courses taught by full-time faculty members can be contracted. Courses taught by adjuncts, teaching assistants, part-time faculty, or those listed as staff are not eligible for an honors contract.
6. Students must have a  $\geq 3.20$  GPA to enroll in an honors contract.
7. A grade of B or better in the course is required for honors credit; regular course credit only is awarded for grades of B- or less.
8. Students may only complete two honors contract courses during their undergraduate careers at ASU.
9. **SIGNATURES:** After consulting with the instructor, students must obtain signatures from the instructor of the course and the Department of Languages, Literatures and Cultures Honors Director.
  - A. **Honors contract applications without all of the necessary signatures will be returned.**
  - B. The Department of Languages, Literatures and Cultures Honors Director will review the contract. If there are any problems or concerns, the student will be informed immediately.
10. Emails will be sent to the student once the contract has been processed and approved. This will take at least several weeks.
11. Honors credit will be added to the course 1-2 months **after** final grades have posted. The Honors designation will appear on the final transcript, but it is not on the unofficial transcript available through AppalNet.

Questions? Contact the Department of Languages, Literatures and Cultures Honors Director.