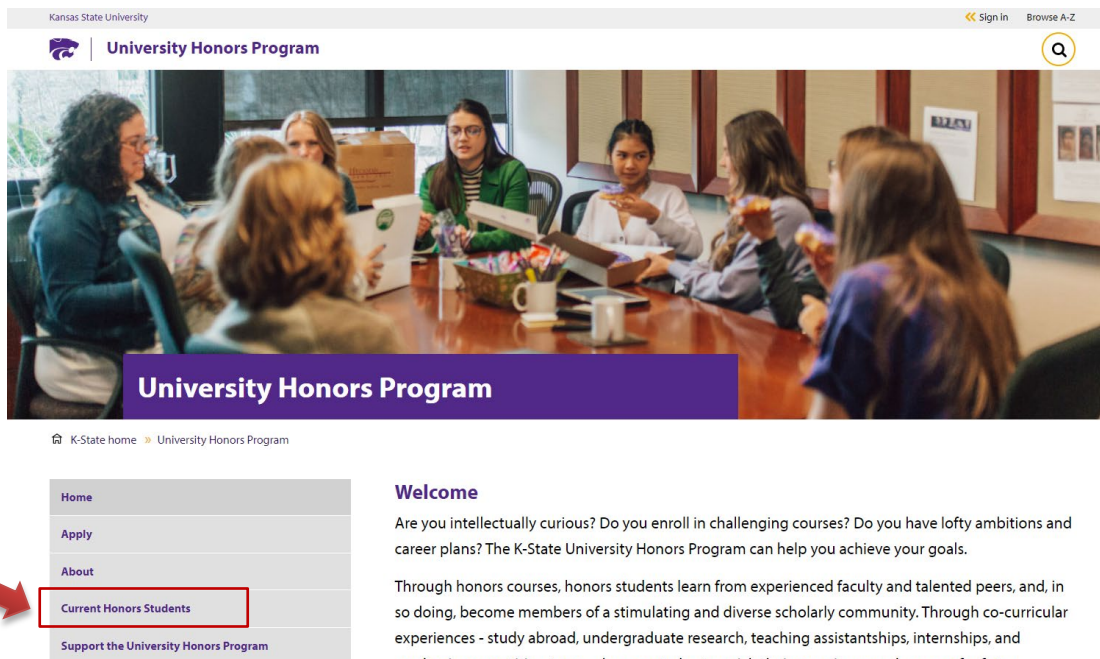


How to establish an Honors Course Contract

To establish an individual contract for a course, the first step is always to talk with the instructor and see if they are willing to do so, and if so, mutually agree on the terms of the contract. The ideal contract will give you an opportunity to dive deeper into a topic you care about and/or build your skills.

Remember, an instructor is never obligated to agree to do an Honors contract, so ask nicely and respect the answer they provide.

1. Go the University Honors Program website and select the “Current Honors Students” tab



Kansas State University | University Honors Program

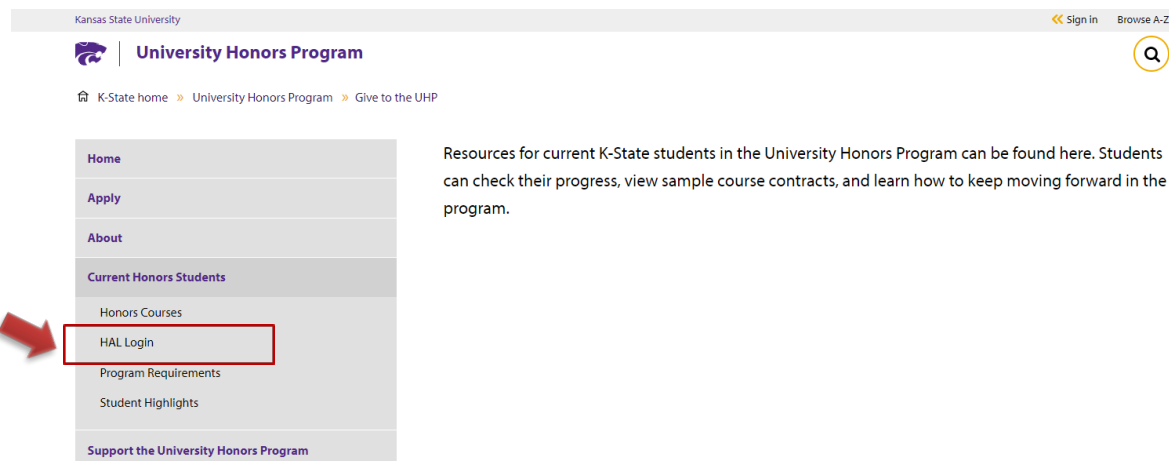
Home | Apply | About | **Current Honors Students** | Support the University Honors Program

Welcome

Are you intellectually curious? Do you enroll in challenging courses? Do you have lofty ambitions and career plans? The K-State University Honors Program can help you achieve your goals.

Through honors courses, honors students learn from experienced faculty and talented peers, and, in so doing, become members of a stimulating and diverse scholarly community. Through co-curricular experiences - study abroad, undergraduate research, teaching assistantships, internships, and academic competition teams - honors students enrich their experience and prepare for future opportunities. Through individualized learning experiences, such as the faculty-mentored honors

2. Select HAL Login



Kansas State University | University Honors Program

K-State home » University Honors Program » Give to the UHP

Home | Apply | About | **Current Honors Students** | Support the University Honors Program

- Honors Courses
- HAL Login**
- Program Requirements
- Student Highlights

Resources for current K-State students in the University Honors Program can be found here. Students can check their progress, view sample course contracts, and learn how to keep moving forward in the program.

3. Click on the “Track Your Progress” link for current students and then sign in

Use your eID and password just like you would for KSIS or K-State Online when you reach the log-in screen.

Honors Administration Link (HAL)

Welcome to the Honors Administration Link (HAL). HAL provides a convenient and secure space for applying to and transacting business with the University Honors Program (UHP) at Kansas State University.

Prospective Honors Students

- ▶ **APPLY FOR ADMISSION TO THE UNIVERSITY HONORS PROGRAM**

Current Honors Students

- ▶ **TRACK YOUR PROGRESS & MANAGE YOUR PROJECT, EVENTS, AND CONTRACTS**

Faculty/Staff

- ▶ **VIEW YOUR COLLEGE'S STUDENTS AND RELATED UHP ACTIVITY** (College Coordinators)
- ▶ **REVIEW AND APPROVE STUDENT ACTIVITY** (Faculty *eSign*)
- ▶ **CONTROL PANEL** (UHP Staff)

K-STATE FERPA GUIDELINES
U.S. DEPARTMENT OF EDUCATION Family Educational Rights and Privacy Act (FERPA) Guidance

 **Sign-in for current students**

4. Click on the “Click Here to Add a New Course Contract” link to access the form


It is the responsibility of the student to create the contract by writing up what was agreed upon between them and instructor.

COURSES **NOT STARTED**

Four (4) for-credit academic courses (12 credits minimum) **Progress: 0 courses; 0 hours**

At least four UHP-eligible courses must be completed for credit for a minimum total of twelve credit hours. Three eligible options:

- UHP-designated courses (e.g., Honors Chemistry, Honors Introduction to the Humanities) that carry course credit.
- Contract courses (i.e., a regular for-credit course where the student and instructor agree upon additional scholarly expectations and outcomes).
 - **CLICK HERE TO ADD A NEW COURSE CONTRACT**
 - **CLICK HERE TO VIEW PRECONTRACTED COURSES**
- Course credits taken for undergraduate research.

 **Click to navigate to the course contract form**

Course	Section	Hours	Term	Contract Date	eSign	Grade	Complete
NO COURSES							

5. Fill out the form

Make sure you and the instructor have an understanding regarding whether the Honors work will factor into your grade or represent a thumbs up/thumbs down addendum to your work in the course. Reflect that in the third large text box.

Likewise, explicitly convey an understanding of how long the work product will be, what kind of formatting is expected, etc.

A lack of sufficient detail is the most common reason for a contract being rejected.

FOR-CREDIT COURSE CONTRACT (John Q. Honors Mode)


CLOSE

Instructions:

1. Fill in all fields on the Contract form.
2. Once saved, you must submit the form for electronic signatures.

ALL FIELDS ARE REQUIRED

Student Name

Course Subject and Catalog (e.g., ECON 520)  Write in the course number, semester, and number of credit hours of the course.

Term

Credit hours requested to be applied

Description of Contract:

For a contracted course, please indicate what you will do that is distinct from the regular requirements of the course. Detail and topical specificity are appreciated. If you are contracting undergraduate research for which you are earning academic credit, please describe the research, including your planned role in it.

Describe the goals and/or learning objectives for this contract. What skills do you hope to develop or enhance?

How will successful completion of this contract be documented, or what intellectual products will be generated? Key details include the agreed upon scope of the intellectual product (i.e. length of paper or duration of presentation) and whether the contracted work will be graded.

Complete the form.

6. Enter your instructor's information

Make sure to use the correct eID. This will be used for the approval process (if the email is willie@ksu.edu, the eID is willie).

Course Instructor:

First and Last Name

First Last

eID Find out the first and last name above and click to search for their eID
 eID is the first part of their K-State email address. For example, your eID is mirandamoore24.
 Do not include the '@ksu.edu' part.

Phone

Department

→ **ONCE SAVED, CLICK HERE TO SEND FOR SIGNATURES** (Do this ONLY AFTER discussing this contract with your course instructor or activity advisor)

Save the information on the form.

Send your contract proposal for approval.

7. Check eSign

HAL knows the name of your College Rep (so you don't have to). The routing is automatic after you click the "Send for Signatures" link in Step 6.

Name	Approvals		Contract Completed	
	eID	Date	eID	Date
Student				
Instructor				
College Representative				
University Honors Program Director				



Keep an eye on your contract as it moves through the approval process. At any stage, you can see who has already signed and who has yet to sign.

The instructor signs twice, once at the beginning to signify willingness to work with you on the contract, and then again at the end, to signify successful completion of the work.