

## CRAWFORD HONORS COLLEGE CONTRACT COURSE PROPOSAL

### Governors State University

Proposals must be submitted to the Crawford Honors College Dean  
by the end of the fifth week of the semester to which the Contract applies.  
[The information on this Contract Proposal Application must be typed or printed neatly.]

<b>STUDENT INFORMATION</b>				
Name		Major/Minor		
Local Phone No.	Email	Class Standing (First Year, Sophomore, Junior, Senior)		
<b>COURSE INFORMATION</b>				
Title		Course Number	Sem Hr	Semester (e.g. Spring 25)
Instructor		Program		Phone No./Email
Contract Proposal Title				
Date Submitted		Target Date for Completion		
<b>SIGNATURES</b>				
Student Submitting Proposal		Date		
Supervising Instructor (please read accompanying instructions)		Date		
Crawford Honors College Dean		Date	<input type="checkbox"/> Approved 1pt <input type="checkbox"/> Approved 2pt	<input type="checkbox"/> Not Approved
<b>COMMENTS/SPECIAL ARRANGEMENTS (requires Crawford Honors College approval)</b>				
<div style="text-align: right; margin-right: 50px;">                 _____                  Crawford Honors College Dean             </div> <div style="text-align: right; margin-right: 50px;">                 _____                  Date             </div>				
<b>HONORS COLLEGE USE</b>				
<input type="checkbox"/> Student Notified Proposal Received		Date		
Final Contract Course: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved				
Crawford Honors College Dean		Date		
<input type="checkbox"/> Student Notified Final Contract Course Approved/Not Approved		Date		

## Course Contract Proposal Instructions

### To the Student

With your course contract application, please submit the following to the Crawford Honors College Dean.

1. A copy of the course syllabus for the course you are completing the contract with.
2. A typewritten proposal that addresses the following information (one sentence to one paragraph per section – enough to provide clarity on the contract). The proposal will be evaluated based on its clarity, content, and
  - a. Abstract
    - i. Describe the project you want to complete.
    - ii. What are the goals of the project?
    - iii. How does the project enhance the learning experience in the regular course?
  - b. Method
    - i. How will the project be completed?
    - ii. To what extent, if any, are the methods used in the course contract used in the regular course?
  - c. Resources
    - i. What resources (literature, interviews, artifacts, etc) will be used in the project? Include a bibliography if appropriate to do so.
  - d. Timeline
    - i. Please include a timeline for the contract. Upon mutual consent of the faculty member and student, a course contract timeline can go beyond the end of course. Please note if the contract intends to go beyond the end of the semester.
  - e. Assessment
    - i. Describe how the project will be assessed for HP points. This should be done in consultation with the supervising faculty member.
  - f. Final Presentation of Project
    - i. Describe how the final results will be submitted for evaluation or completed.
  - g. Will the Course Contract be worth 1 HP point or 2 HP points?
    - i. 1 HP point contracts – Contract should represent an expected minimum of 30 hours of project work total (including prep and final project production). Final presentation outcomes might include a 12-page research paper, presentation or project of equivalent effort.
    - ii. 2 HP point contracts
      1. Student must complete the requirements for the graduate course curriculum as an undergraduate student in a bridge course (allowable in 4000/6000 bridge courses). OR
      2. Must meet standards for 1 HP point contracts AND include a second application of material learned completed in an applied, public context (e.g., workshop, event execution, fundraising effort, leadership initiative, art exhibition, etc.)
    - iii. Course Credit – Honors College work for independent study course credit (e.g., HONS 4700, COMS 4700, etc.) must include a course syllabus. Independent studies can earn 1 HP for each unit of credit earned.

### To the Supervising Faculty Member (may not need if there is an official transcript)

Thank you for your willingness to be the supervising instructor. The Crawford Honors College is grateful for your commitment to promoting honors education.

Crawford Honors College Contracts are designed to allow students to gain Honors Program curriculum points for courses that are not designated as honors enhanced, especially in a student's major or minor program of study. The intent of the contract is to enhance the student's experience in your course beyond normal course requirements with your guidance. You should expect to see elements of Crawford Honors College learning domains (community engagement, leadership, interdisciplinary perspectives, and global perspective) included in the proposed project. It is expected that you will provide guidance and oversight on the project, but that project represents the student's work.

Crawford Honors College contract projects should be assessed separately from normal course requirements and either awarded a credit of 1 or 2 points based on the assessment method described in the proposal or no credit.

Upon student project completion and your evaluation of their work, please provide the student with a memo evaluating the completed contract. This memo must be submitted by the student to the Crawford Honors College Dean and will be important in evaluating contract completion.