

Honors Contract for Spring 2019

Students must complete and return to the Honors Office with an RTF-EZ
by **Friday, February 8th, 2019**

STUDENT INFORMATION	PROFESSOR INFORMATION
Student Name	Full Name
GWID	Department
School, Major, and # of completed credits	Phone
	E-mail
Phone	
E-mail	

FACULTY ELIGIBILITY

Any GW faculty are eligible to supervise your project; however, Honors faculty must be full-time.

1. **PROJECT** (check one):
- | Course: | Grading: | Credits: | |
|---|-----------|----------------|-------------------------------|
| <input type="checkbox"/> Internship | HONR 2182 | letter or p/np | 0, 1, 2, 3, 4 (Please circle) |
| <input type="checkbox"/> Undergraduate Research | HONR 2184 | letter or p/np | 0, 1, 2, 3, 4 (Please circle) |
| <input type="checkbox"/> Research Assistantship | HONR 2185 | letter or p/np | 0, 1, 2, 3, 4 (Please circle) |
| <input type="checkbox"/> Senior Thesis | HONR 4198 | letter | 3, 4 (Please circle) |

2. DESCRIPTION (see attached guidelines):

Please attach a separate proposal detailing the meeting schedule, workload and responsibilities, due dates and method of evaluation for the course. This is unnecessary for a research assistantship posted by the University Honors Program.

Student Signature Date

Honors Advisor Signature Date

Faculty Signature Date

*PLEASE BE SURE YOUR CONTRACT IS COMPLETE (INCLUDING SIGNATURES AND CREDIT HOURS);
INCOMPLETE CONTRACTS CANNOT BE PROCESSED.*

NO CONTRACTS WILL BE ACCEPTED AFTER FRIDAY, FEBRUARY 8th, 2019

Honors Contract Options

The Honors Internship, Undergraduate Research, Research Assistantship, and Senior Thesis augment the existing Honors Program course requirements and provide opportunities for students not pursuing honors in their major.

The Honors Program will manually register students for HONR 2182, 2184, 2185, and 4198 when the Honors Contract is submitted and approved. In order to register for HONR 2182, 2184, 2185 or 4198, students must submit an RTF-EZ and a separate proposal with their contract.

For each of these courses, each student must identify a faculty member to oversee the project and assign a grade. The final grade is determined by the faculty advisor, not the Honors Program.

Honors Contract Proposal

The Honors Contract proposal should be developed by the student and faculty advisor together as it serves as the course syllabus for HONR 2182, 2184, 2185 and 4198. This is unnecessary for a research assistantship posted by the University Honors Program. Proposals should include the following elements:

1. ***Course Proposal (approx. 250-500 words)***
What is the topic of the work? What methodology is being used? What is the expected final product?
2. ***Meeting Schedule***
The student and advisor should meet weekly.
3. ***Workload and Due Dates***
Outline assignments, deadlines, and percentages of final grade
4. ***Method of Evaluation***
How will the faculty advisor determine the final grade?

Any questions about the Honors Contract or proposal should be directed to a Program Manager.

REGISTRATION TRANSACTION FORM

STUDENTS SHOULD RETURN THIS FORM IN PERSON TO COLONIAL CENTRAL, MARVIN CENTER GROUND FLOOR

Who can use the RTF-EZ form? You can use this form if:

- the request is for the current term or a future term;
- the requested action is not one which could be performed through GWeb;
- Dean's Office approval is not required for the requested action;
- if adding a course, it is before the end of the 4th week of classes in a fall or spring term, or before the end of the 2nd week of classes in summer; and
- if withdrawing from a course, it is before the end of the 10th week of classes in a fall or spring term, or before the end of the 4th week of classes in summer.

TERM

- SPRING** _____
- SUMMER** _____
- FALL** _____

DATE _____**GWID** _____**NAME** _____**LAST****FIRST****MI****REGISTER/ADD**

A student is not guaranteed enrollment in any course until the request is approved and processed by the Office of the Registrar. Confirmation of enrollment may be viewed through GWeb. This form cannot be used to register for a class that has a waitlist. Students will be added to the waitlist and if offered a seat, must then register through GWeb.

CRN	SUBJ	CRSE	SEC	COURSE TITLE	INSTRUCTOR/DEPT APPROVAL
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

DROP/WITHDRAW

Students should be aware that dropping or withdrawing from a course may have an impact upon eligibility for athletic participation, campus housing, or financial aid. International students need to be particularly aware of the enrollment requirements associated with their visa. Students are advised to consult with their advisor or the appropriate office before requesting a course drop or withdrawal.

CRN	SUBJ	CRSE	SEC	COURSE TITLE
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

I request that the above action be performed. I understand and acknowledge that the forgery, unauthorized alteration or unauthorized use of any University document is considered non-academic dishonesty under the Code of Student Conduct, and such misconduct is subject to disciplinary action.

STUDENT SIGNATURE**REGISTRAR'S USE ONLY**_____
INITIALS/DATE