



University Honors Program Honors Contract

An **Honors Contract** provides Honors students the opportunity to get academic credit for various academic-focused projects. All projects must be supervised by a full-time GW faculty member to be eligible for academic credit.

By completing an Honors contract, students are enrolled in a special course called a contract course. Depending on the project, contract courses can be worth 0 to 4 credits and graded on a letter or pass/not pass basis. For all contract courses that receive a letter grade, students and faculty should meet regularly during the semester (weekly meetings are encouraged). A contract course should involve an appropriate amount of work for the number of credits assigned though the nature of that work and the details of the projects involved should be determined jointly by the faculty and student.

Honors Contract Projects

- **Internship**—Students who secure an internship placement can get academic credit by arranging a faculty-supervised project related to their internship.
- **Undergraduate Research**—Students working on original research or on another research project can get academic credit by working closely with a faculty mentor.
- **Research Assistantship**—Students who secure a research assistantship with a faculty member can receive academic credit by completing their assistantship duties.
- **Honors Senior Thesis**—All Honors students must complete a senior thesis as part of the Honors program curriculum. Students will enroll in this contract course unless they are completing their thesis requirement through their major or department.

Honors Contract Components

1. **Honors Contract form**—to be completed and signed by both the student and their faculty advisor.
2. **Honors Contract proposal**—a document developed by the student that both the student and faculty advisor agree upon. This proposal will serve as the syllabus for a contract course.

Honors Contracts must include both components to be fully complete and acceptable for submission to the Honors Program office. Contracts will not be accepted after the set deadline.

If you have questions, please contact a Program Manager.



STUDENT INFORMATION	FACULTY INFORMATION
Name _____	Please note: Only full-time GW faculty are eligible to supervise an Honors Contract project.
GWID _____	
Email _____	
School & Expected Graduation Term _____	
Major _____	
	Name _____
	Department _____
	Email _____

Project (check one)	Course	Grade Type (circle one)	Credits (circle one)
<input type="checkbox"/> Internship	HONR 2182	letter or p/np	0, 1, 2, 3, 4
<input type="checkbox"/> Undergraduate Research	HONR 2184	letter or p/np	0, 1, 2, 3, 4
<input type="checkbox"/> Research Assistantship	HONR 2185	letter or p/np	0, 1, 2, 3, 4
<input type="checkbox"/> Honors Senior Thesis	HONR 4198	letter	3, 4

Honors Contract Proposal (please attach responses)

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
Students and advisors are encouraged to meet weekly. Provide either a general meeting plan (e.g. Mondays at 1pm) or a list of exact meeting dates/times if meetings will be held on an irregular schedule.
3. Assignments, Due Dates and Assignment Evaluation Rubrics/Grading Schemes*
Please list all the individual assignments students will be responsible for completing throughout the semester (e.g. background research, data collection, annotated bibliographies, drafts, final papers, etc.) as well as each associated deadline and attach the evaluation rubric or grading scheme that will be used to evaluate and/or grade each assignment. Make sure that these rubrics/grading schemes provide students with a clear set of guidelines/expectations for each individual assignment.
4. Final Grade Calculation (final grades are due to the UHP by December 10, 2021.)
How much weight will each assignment be given in the final grade? (For example: 25% for the annotated bibliography, 25% for the first draft and 50% for the final paper.) If needed, how will numerical grades be translated into letter grades?
5. (Senior Thesis Only) Students are strongly encouraged to present their project to the GW community. *Where and when do you plan to present your project? (e.g., Departmental Symposium, GW Research Showcase, Public Performance, Honors Research Showcase, etc.)*

I agree to the terms of the Honors Contract form and proposal:

Student Signature _____ Date _____

Faculty Signature _____ Date _____