



## PROPOSAL PREPARATION INSTRUCTIONS

The complete proposal will consist of this form, a course syllabus, and typewritten proposal addressing each of the six sections described below. The proposal should be organized according to these points. There is neither a minimum nor a maximum number of pages—the clarity, content, and thoroughness of the proposal are what will be evaluated.

- **Introduction:** A description of the project, including the project’s goals and an explanation of how and to what extent the project goes “above and beyond” the normal course requirements.
- **Methodology:** A description of the methods to be used in completing the project. Include statements addressing whether the methods used are also employed in the non-contracted portion of the course.
- **Resources:** A description of the specifics regarding the types of resources to be used in completing the project. Include a separate Bibliography/Literature Cited section in the proposal if necessary.
- **Timeline:** A timeline for completion of the proposed project.
- **Assessment methods:** A description of how the completed project will be assessed by the supervising instructor for the purpose of potentially obtaining Honors credit. This section should be done in close coordination with the supervising instructor.

### PROPOSAL PREPARATION CHECKLIST

- The application form has been completed, including student and supervising instructor signatures.
- The written proposal includes each of the sections described above, is clearly written, and is detailed.
- The course syllabus has been attached to the completed proposal.

### TO THE SUPERVISING INSTRUCTOR

Thank you for your willingness to serve as the supervising instructor for this Honors Contract.

Honors Contract courses are designed to allow students to gain Honors credit for courses that are not otherwise designated as Honors, especially those in the student’s major program of study. The intent is to have the student go “above and beyond” the normal course requirements under your supervision and with your guidance. A significant component of the educational experience in a Contract course is the preparation of the proposal itself as a well-written proposal requires not just writing skills, but considerable critical thought and an understanding of the topic to be addressed as well. Consequently, while it is expected that you will provide guidance, please ensure that the proposal represents the student’s work.

Please note that the final grade for the course submitted to the University should be based on exactly the same criteria applied to every student in the class and should not take the additional contracted work into account. The contracted work is intended to qualify the student for Honors Program credit only, and should be assessed separately from normal course requirements and on a credit-no credit basis.

Upon completion of the proposed project, the student will submit materials described in the proposal to you. Following your evaluation of these materials, *please return the Honors Contract Completion Form to the Honors College Office, 336 Patterson Hall.*