

How to Sign Up for an Honors Contract

STUDENT AND FACULTY RESPONSIBILITIES:

1. The student lets their professor know that they'd like to do an Honors Contract for their class. The student and professor go over the Honors Course Objectives (pasted below) and choose at least three to focus on in their Honors work in the class.
2. The professor will go to their College Faculty Dashboard landing page and navigate to their "College Faculty Schedule."
 - a. Click on the Class Number and select "Follow-Up" from the pop-up menu.
 - b. Under the "Follow-Up Reason" column, select "Honors" from the drop-down menu for each Honors Contract student.
 - c. Enter comments (optional)
 - d. Click the "Follow-Up" to confirm.

STUDENT RESPONSIBILITY:

3. Shortly after the professor does their part, the student will be notified to sign up for an honors contract via "My To-Do List." This will appear as "Apply for honors."
 - a. A pop-up notification will direct the student to the "My Classes" section of their "College Student Dashboard" landing page.
 - b. The student will then click on the class number to access the pop-up menu. From the pop-up menu, select "Apply for Honors" to access the honors contract.
 - c. The student will need to review and fill out the application for the honors contract. To complete this step, students will need to:
 - i. Select **Three** honors objectives.
 - ii. Fill out the comments field (optional).
 - iii. Check the acknowledgment box and click **Submit**.

That's it! Shortly after the student completes the Honors Contract sign up process, the student's name will be flagged as "Honors" on the class roster (in the same way that the "Fed" designation is marked).

Honors Contracts are due by SEPTEMBER 30th!

Questions? Contact us! We'll be happy to help you through the process.

Professor Marcella Osuna: mosuna@sdccd.edu

Dr. Carmen Carrasquillo: cjay@sdccd.edu

Tutorial Links:

[Student](#)

[Faculty](#)

The Honors Contract

An Honors Contract is a signed agreement between a professor and a student in a regular (non-honors) section to design a mutually enriching experience enhancing the course's curriculum. The agreement uses honors level attributes and tasks to guide the student and professor in developing Honors assignments, in addition to the objectives of the regular class. Unit credit remains the same as a regular course.

Honors Contracts can be established between a student and their professor in transferable courses that are 100-level or higher.

In addition:

- There's no application to be in Honors (students are Honors if they've completed Honors contracts or taken Honors classes).
- There's no minimum GPA to do an Honors contract.
- Honors contracts can be offered in all modalities--in person, hybrid, and online.
- Honors contracts can be offered in all transfer-level courses in all sessions in the Fall and Spring semesters, including short-term classes.

After consulting with your instructor, please select at least 3 honors course objectives:

*Higher degree of student participation and involvement in the class	*Higher standards of performance than expected of regular students
*More opportunities for research, particularly when student-conceived	*Use of resources or consultants from beyond the campus itself, such as university libraries or interactions with business or industry personnel
*More advanced supplemental reading, especially of primary sources	*More opportunities for writing, and at a higher standard
*Opportunities for publications	*Integration of concepts and information from a variety of sources and experiences, particularly in cross or interdisciplinary contexts
*More opportunities for student presentations to class or campus audiences	*Stronger enhancement of skills in critical thinking, analysis and interpretation
*Community-based experiences: field trips, interviews, cultural events, etc.	*Leadership in the classroom: leading study groups, leading class discussion, etc.
*Greater depth and/or breadth of subject matter, especially requiring synthesis of different perspectives or points of view	*Conference attendance

Students must agree to all of the following requirements as part of the Honors Contract:

1. Both the instructor and the student must agree to and sign off on the Honors Contract to convert a standard course into Honors.
2. Honors Instructors must provide the student and campus coordinators with an Honors syllabus or Honors addendum which includes a specific list of creative Honors assignments or other work that enhances the course's curriculum.
3. Once converted to an Honors course, it cannot be reversed. (Only in extremely rare circumstances may Honors Contracts be canceled due to extenuating circumstances up until the last day to withdraw from the class.)