

## Honors Contract Spring 2019

Dear Student and Professor,

Thank you for being a part of the San Diego Mesa College Honors Program. Honors Contracts are a valuable way for students to earn Honors credit for going above and beyond in doing supplemental challenging coursework in an on-campus/live transferable course. In signing an Honors Contract, the student and professor are agreeing to make the course an Honors section for that individual student. Please find below **8 important steps** to follow in order to ensure that your Honors Contract is processed properly.

### Quick Guide - Steps to Complete an Honors Contract

- 1. Student and Professor agree to pursue Honors units
- 2. Student and Professor agree to requirements and deadlines
- 3. Student completes hard/paper copy of Honors Contract
- 4. Professor signs completed hard/paper copy of Honors Contract
- 5. Student makes a copy of completed hard/paper copy of Honors Contract
- 6. Student completes online contract at [www.sdmesa.edu/honors](http://www.sdmesa.edu/honors) under "Contract"
- 7. Student turns in completed hard/paper copy of Honors Contract to Honors Office
- 8. Student registers for Honors on Reg-e

*A detailed explanation of these 8 steps may be found on the other side of this sheet and the Honors Program Handbook.*

### Detailed Explanation - Steps to Complete an Honors Contract

1. The student and professor should discuss the professor's willingness to work with the student to sign an Honors Contract and guide the student in completing the Honors work over the course of the semester.
2. The student and professor should agree to additional assignments/activities that the student will complete along with the appropriate deadlines. These assignments/activities should count for 25% - 33% of the student's final grade in the course. The additional assignments/activities should further enrich the student's learning and experience in the course subject matter. Ideal assignments/activities are those which help to better prepare students for transfer and upper division coursework, such as innovative projects as well as work that can be presented at conferences. Please see the Honors Student Handbook for more details and ideas for additional assignments/activities.
3. The student should completely fill out the hard/paper copy of this Honors Contract.
4. The professor should sign the completed hard/paper copy of this Honors Contract.
5. The student should make a copy of the completed signed hard/paper copy of the Honors Contract to keep for their records.
6. The student should then go online and complete the online version of this contract. A link to this form may be found on our Honors Program homepage at [www.sdmesa.edu/honors](http://www.sdmesa.edu/honors) under "Contract."
7. The student should turn in the completed hard/paper copy of the contract to the Honors Center office in I-109 by 4pm, February 14, 2019.
8. The student should register for the Honors program on Reg-e at: <https://studentweb.sdccd.edu/honors>. This needs to be done every semester.

**Please Note:** All contracts vary. An Honor Contract is a recognition of your understanding that it is a **commitment** of your time and effort to complete the project(s), and all aspects of it in a professional way, by the agreed upon deadlines. Remember, once you sign an Honors contract and are moved to the Honors section of the course you can't revert back to the non-Honors section. You **must** fulfill the terms of the contract. Failure to do so will result in a poor grade in that class. The Honors Coordinators are here to support you in your Honors endeavors.