

## Honors Contracts: Honors Collegium 199s

Honors Contracts are meant to enrich the experience of College Honors students by facilitating greater student-faculty interaction and allowing students to pursue study beyond what is typically required of other students in the College Honors curriculum.

### Any student enrolling in an Honors Collegium 199 Contract is expected to Restrictions

- ☐ Be a current College Honors (CH) student
  - ☐ Be in at least their second quarter as a CH student
  - ☐ Have contacted a faculty member with one of the following titles: Professor, Associate Professor, Assistant Professor, or Lecturer
  - ☐ Have first met with an Honors Counselor to remove any Honors-related restrictions (e.g., having been screened out) prior to attempting to set up the contract.
- ☐ The following instructional facilitators are not eligible for Honors Contracts: Teaching assistants, teaching associates, and teaching fellows.

### Course work Requirement

Honors Collegium 199 Contracts may vary in format but all require the following:

- ☐ Regular meetings with the professor of the course
- ☐ Interdisciplinary work culminating in some tangible evidence of the student's effort. The tangible evidence must be a written paper that is at least 20 pages in length or an equivalent project-and-written report.

### Instructions to Enroll in the Honors Contract

The student will enroll in a 4-unit contract which needs to be taken for a letter grade. You will receive Honors Collegium credit for the 4-unit Contract if you earn a letter grade of B or better.

- Step 1 Students must meet with the professor to formulate the specific details of the Honors contract before completing the online form.
- Step 2 Logon to your MyUCLA account
- Step 3 Click on the "Classes" link
- Step 4 Click onto the "Contract Courses" link and "Submit a New Contract"
- Step 5 Carefully read How the process works and "Continue"
- Step 6 Choose the correct term in which you want to do the contract
- Step 7 Choose "Honors Collegium" as the department
- Step 8 Carefully read the directions and "Print steps" then "Continue"
- Step 9 Choose the course and instructor for your contract and "Continue." Please Note: If your course and professor are not listed then you will not be able to do an honors contract for that particular course.
- Step 10 Select "Grade" for grading type. To earn Honors Collegium credit you must receive a letter grade of B or better.
- Step 11 Complete the form, read the stipulations, and print.
- Step 12 Have your contract signed by your professor
- Step 13 Submit the completed form to the Honors department. If the Honors Programs approves (online) the 4-unit contract course by the add deadline, you will automatically be enrolled in the course. If you are adding the contract late (i.e. after the College Add Deadline) the department must still approve the contract online before you submit a Late Add petition to Honors.

### Deadline:

- ☐ Submit the form by the end of the 2<sup>nd</sup> week of classes

### Voiding or Dropping the Honors Contract:

The Honors Contract is considered a full-fledged course and students wishing to void their Honors Contract at any point must drop it according to the College drop deadlines. ([see calendar on Registrar's website](#))

### Professor's Responsibility:

The professor is responsible for helping the student develop and carry out the Honors Contract proposal. Make sure that the "Honors Contract Proposal Form" is fully and properly filled out before signing it. Signing the "Honors Contract Proposal Form" indicates your approval of its contents. Professors should meet with the student on a regular basis during the course of the quarter to further explore the subject matter, to check on the progress of the student's final project and to offer advice and suggestions. The professor must assign a letter grade for the 199 on MyUCLA Gradebook at the end of the quarter.