

**Process for completing Honors Contracts Fall 2023**

1. Consider what project you might like to do that is “above and beyond” the course requirements. A good place to start is with the syllabus. Maybe there is a topic you would like to investigate more deeply. Perhaps there is a book on a topic related to the course that you would like to read and analyze. Think of a few options.
2. Make an appointment to talk to the professor about your ideas. Let them know that you have an idea or two for an Honors contract, and would like to meet to get their input. **Contracts are due by Friday, September 22**, so plan accordingly. The best contracts are those that have specific details about the project. For instance, “I will write a 7-10 page paper on the social impact of online teaching, using APA format, and at least 6 peer-reviewed citations” is better than “I will write a 10 page paper on a topic related to the class.” Ideally, the contract will have a check-in point mid-way through the semester. This allows the professor to give you feedback before the work is completed.

After talking to the professor and firming up the plan, complete the online contract. There is a link to the **Honors** **Contract Form** on the Honors web page (in the **Contracts and Forms** tab). <https://www.hartford.edu/academics/honors-program/current-student-resources/forms.aspx>

1. It is important to note that when filling out the Honors Contract Form, the e-mail address for both the student and the professor MUST be a **hartford.edu** address. Please double check to ensure that the e-mail address is spelled correctly. It must include @hartford.edu. If there are two (or more) instructors for the course, only **one** instructor can receive the contract; the system will not recognize more than one e-mail address.
2. You will receive an email when the professor accepts/rejects the contract. **If you do not get an email within one week, please contact the professor to be sure they received the contract.**
3. Please note that the work for the contract must be completed before the last day of the regular semester (not during exam week). Also, be aware that the grade in the class is independent of the work on the contract. If you cannot complete the work for the contract, you will not be penalized; you simply will not earn Honors credit for the class.