



# Honors Contract

Instructions for Faculty to write an Honors Contract

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## **All steps must be completed for a student to take a course for Honors credit and have Honors designation appear on their transcript**

1. Student is registered for your class and requests Honors coursework.
2. Instructor will log in to my.sinclair and access the Honors Program Community Group. If this group is not listed on your my.sinclair page, please call Tracy Robbins at extensions 4331 or 2517.
3. Click on the Content Section and select 'Submit an Honors Contract – Faculty' from the list
4. Complete the contract. A completed contract should include a description of the Honors project and the oral presentation requirement along with information about how the Honors project and presentation will be assessed and calculated into overall course grade. We are encouraging faculty to require projects beyond just writing an extra traditional research paper for completion of Honors in their courses. Suggestions include requiring an original research project and/or service learning. If you have questions about completing the Honors contract contact the Honors program director at derek.petrey@sinclair.edu.
5. Click the Submit button.
6. Print two copies to give to the student. The student should bring one copy to the Honors office, room 10-339, in order to register for Honors. Honors contracts must be received by the seventh day of the quarter.
7. Click the Done button.