Contract Criteria

Honors work must extend beyond the normal course work. In addition, honors work must place expanded intellectual
demands on the student and be consistent with the highest standards of rigorous academic performance.

To fulfill this standard:

1. The Honors work should be extra, yet related, work that is above the normal level of course work. It should be
given with a greater expectation of performance on the part of the student. This might include, but is not limited to,
additional readings and/or additional assignments such as papers, speeches, presentations, research proposals, artistic or
literary works, performances, computer programs, laboratory projects, case studies, etc.

2. The Honors work can either explore other dimensions and applications of the subject matter (e.g. the
interdisciplinary nature of the subject) or delve into a narrow and specific area of the subject in expanded detail (e.g. work
that is a preview of graduate school experience).

3. The Honors work should include additional faculty effort in supervision, guidance, and ongoing assessment, yet it
should also require substantial independence on the part of the student.

4. Honors work should not be considered “extra credit” in determining the student’s course grade. Honors work is
considered separate from regular course grading. Students receive the University Honors Course credit designation if their
work is completed at an acceptable level.

Honors units will only be assigned upon completion of courses approved by the University Honors Program Director in
which the student earns a "B" or better and completes an honors project to the satisfaction of the instructor of the course.
University Honors Courses may be in the student’s major or minor, as well as in general education, and/or free electives.
At least 8 honors units, however, must be taken outside the student’s major. University Honors Courses may not be taken
"credit/no credit."

To obtain approval and credit for a University Honors Course:

1. Students must work with their Professor to complete and sign a contract for each University Honors Course.
Signed contracts are due to the University Honors Program office, SA 4500, by the end of the third full week of the quarter.

2. The contracts must be approved by the University Honors Program. Once contracts are approved and signed by the
Director, a copy will be emailed to the student and the professor.

3. At the end of the course, students must obtain the professor’s approval of the completion of the honors work or
project by obtaining the final signature to complete the contract. This completed contract must be turned in, to the
University Honors Program office in SA 4500, in order for Honors Credit to be granted.
Contract

NetID ___________________________________________ Date ____________________________

Course (exactly as listed in catalog) ___________________________________________ Quarter/Year ____________________________

Student Name & Email ___________________________________________@HORIZON.CSUEASTBAY.EDU
(Please Print)
Instructor Name ___________________________________________ Phone ____________________________
Instructor's CSUEB Email ___________________________________________@CSUEASTBAY.EDU

In accordance with the criteria for in-course honors, indicate the specific requirements for the in-course honors portion of the course (i.e., the nature and quantity of the work proposed). Multicultural content is encouraged.

______________________________________________________________________________________________
______________________________________________________________________________________________

By signing below, the student and the in-course honors instructor agree to abide by the conditions as stated above.

Honors Student ___________________________________________ Date ____________________________
Instructor ___________________________________________ Date ____________________________
Program Director ___________________________________________ Date ____________________________

Submit signed contracts to the University Honors Program office in the Student Services Building, SA 4500, by the end of the 3rd full week of the quarter. Copies of the Director-approved contract will be returned to the student and instructor, by email.

At the end of the course, the instructor shall report on the student’s completion of his/her project by signing below.

Honors work: _____was _____was not completed in a satisfactory manner.

Instructor ___________________________________________ Date ____________________________

To receive Honors Credit, student must submit the completed contract to the University Honors Program office in the Student Services Building, SA 4500.