



# Evergreen Valley College

## *Honors Program*

### *Honors Option Contract Guidelines*

**Purpose:** The Honors option contract provides the Honors student with a way to earn Honors credits in selected academic courses. Students should select carefully and give instructors plenty of notice by submitting or voicing their requests early in the semester (the first month). Please adhere to the time lines provided below.

**Eligibility:** The option is available to Evergreen Valley College students who have received a letter of acceptance to the Honors Institute prior to submitting the contract for approval by the coordinator. Contracts submitted without prior acceptance or prior application will be returned to the instructor.

**Instructor's Role:** The supervising course instructor acts as a mentor to help student(s) develop a scholarly endeavor that is over-and-above the normally expected curriculum and standards of the course. This work may be a substitute for a regular assignment, a more in-depth study of the assignment, or not related to any specific assignment but related to the subject matter of the course. Instructors design the work for their class. (Samples are available.)

Please see the list of Honors Course Criteria to make sure that the honors work will meet two-three of these standards; **honors work must be academic** and often include, but are not limited to additional research presented in written form, or as a presentation, or both. Students should maintain a class average of B or better to receive Honors credit.

**Process and Time Lines:** The Honors Option Contract must be filled out, signed by both the supervising instructor and the student, and returned to the Honors Coordinator by the end of the **sixth week** of each semester. If multiple students are using contracts in a given course, the instructor may create a handout describing the honors activities in the class, and attach this to the signed page (page 2) for each student. In addition to the signature, please include space for student contact information on the handout (i.e. student ID number, phone and email).

Instructors must complete the Honors Option Contract Completion Form, from the Honors Office or from the online form, **as soon as the final grade has been assigned** and return it to the Honors Program Assistant. An **e-mail** giving the same information may be substituted for hard copy.

Any questions contact:  
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