

HONORS COLLEGE ONLINE CONTRACTING SYSTEM INSTRUCTIONS

www.uta.edu/honors/credit (ID and Password are the same used for MyMav)

*****Students must speak with their instructor to establish the requirements of the Honors contract before attempting to create one*****

Instructions

- **Section A:** Students fill out Section A below. When it is saved, an email should be sent to the faculty with instructions regarding the review and signing of the contract. The faculty must sign off on the contract **no later than 11:59 pm on** . No contracts will be accepted after the semester/session deadline.
- **Section B:** Students must fill out Section B and submit on or before the last day of regular classes (see date below). No incomplete contracts will be available after the deadline.
- **Special Note:** Honors students are not permitted to contract the following courses: Developmental and elementary/skills courses (e.g., ENGL 0301 and ENGL 1000-level courses, CSE 1301, 1310, etc.), foreign language courses 1441, 1442, 2313, 2314 and 2315, exercise courses, online, and Intersession courses. These will automatically be removed from your course list below. Contact an advisor if you have a question about a particular course not listed above.

Contract Due Date: *By the last day of class*

Section A

UTA ID Number:	<input type="text" value="9000000000"/>
First Name:	<input type="text" value="Flip"/>
Last Name:	<input type="text" value="Wilson"/>
Contact Email:	<input type="text" value="honors@uta.edu"/>
Contact Phone:	<input type="text"/>
Major:	<input type="text" value="THEA"/>

Semester:	Fall 2021
Eligible Courses:	<input type="text" value="POLS 2312-004"/> <input type="button" value="Identify Faculty"/>

You can contract 7 more hours.

Note: Your course list may include ineligible courses or courses with ineligible instructors. If a contract is created with that type of course, it will be rejected when reviewed by the Honors College.

[Where are my other courses?](#)

	The faculty could not be found. Please enter the information below.
Faculty Name:	<input type="text" value="Allan Saxe"/>
Faculty Email:	<input type="text" value="saxe@uta.edu"/>

Once you sign in, the Online Credit System will automatically populate your name, ID, email, and major. Enter a contact phone number and select the class you want to create a contract for from the drop-down menu. Click "Identify Faculty" and the system should input your instructor information. If it does not, type their name and university email address in the boxes shown above.

All of the classes you are enrolled in may not show up in the drop-down list of courses.

This is because the Online Credit System is designed to:

- 1) Show only courses that are eligible to be contracted in the drop-down menu; and
- 2) Show only eligible classes that are taught by eligible instructors. *Note:* if an instructor has not attempted a contract with an Honors student previously, it is possible that your drop-down course list may include one or more eligible courses with ineligible instructors. If a contract is created with an instructor who is not eligible, it will be cancelled when it is reviewed by the Honors College; and
- 3) Since Honors students are only permitted to enroll in and/or contract up to 9 hours in the fall and spring semesters and 6 hours in the summer semesters, the system alerts students as to how many more hours they can contract; thus, preventing “over” contracting.

PART A — The Proposal:

This course contract delineates the terms of the Independent Honors Project required to earn Honors credit for a non-Honors designated course. As it is with Honors designated courses, the goal of a contracted course should be **enrichment/enhancement**. The goal of contacting a course is to make the course more challenging and demanding not by simply assigning more work, but by allowing the student to take more educational **value** from the work that is assigned.

Reason for contracting *this specific course* and how it fits with your Honors curriculum and future goals:

I am contracting this course because I will practicing law in Texas in my future career as an attorney. Understanding the structure of state politics and the legal system will be beneficial to that career.

What additional value will you take from the class?

By writing a research paper, I will gain in-depth knowledge about the Texas Supreme Court. This will provide a better understanding of the high-court in Texas and help me further appreciate their role in the structure of State politics.

Complete the two text boxes asking for information on why you are contracting this particular course and what additional value you expect to take from the class. These do not have to be intense descriptions but tell us something more than “I need the Honors credits.”

Based on the discussion you have already had with your instructor about the requirements of this contract, check one or more of the boxes listed below in "Honors Contract Activities." All four boxes DO NOT need to be completed. Only check and complete those that apply to this specific contract.

For example, if you are required to write a research paper and give a presentation on that research, then you would check both boxes and input the necessary information (as seen below).

Contracts require both quantitatively and qualitatively additional work from the student, usually **10–15% additional effort beyond the standard course requirements**, such as additional readings, writing, research, presenting, etc. (or some combination) appropriate to the course.

Honors Contract Activities: Please specifically describe the additional effort required for the Honors contract. Identify the length of papers, scope of projects, topics to be researched, etc. **In the sections below, you will provide the details for you work. Break out the components of the overall work into the appropriate sections.**

Written Component

Topic: A review of the different types of cases (criminal, civil, family, etc.) that can and cannot be brought before the Texas Supreme Court, and which are most common.

?

Page length: 8-10

Single/Double spaced: Double

"Hands-on" Component

Presentation Component

Type: Oral

Venue: Class Presentation

?

Length: 10-15 minutes

Other Activity

IMPORTANT: There must be sufficient detail included about what is required for Honors credit in order for the Honors College to approve the contract. Insufficient detail may delay the approval of your contract and/or cause the contract to be cancelled.

	<input type="button" value="Sign Contract"/>	<input type="button" value="Reset form"/>
	Return to the main page of the system.	
	<hr/>	
	Return to your List of Contracts	
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After all of the necessary information has been entered, click "Sign Contract." The faculty member listed for the course should receive an email notification that a student has created an Honors credit contract in their class; however, ***while an EMAIL is handy, it IS NOT REQUIRED.*** *Faculty and students can access their contracts and designation forms at any time* by going to www.uta.edu/honors/credit.

Once the contract is signed by the instructor, the student can no longer make any changes to it. If, for any reason, a student decides not to complete a contract, they can go into the specific contract and click "cancel." Note: If a student decides to cancel a contract, it is important that they speak with their instructor before doing so. This is a matter of courtesy and respect of their time, as well as being vital to maintaining good faculty-student relationships.

The contract has been created. Now what?

Students cannot create a contract in a class with an instructor who is not teaching the specific section of the course that the student is enrolled in. The instructor of record for the course is the only person who can sign the Honors contract.

When faculty sign into the Online Credit System, they will review the requirements detailed by the student and either approve the contract as written or modify the requirements to better reflect their expectations of the student for earning Honors credit in the course. If this happens, the student should receive an email letting them know that the requirements of the contract have been changed and that they should review the changes. Again, ***an EMAIL is handy, but it IS NOT REQUIRED*** to access the contract.

When a contract has both the faculty and student signatures, it becomes an active contract that is ready to be reviewed by the Honors College for rigor and eligibility. Once the Honors College approves the contract, the status will change to "awaiting final signature" (this is the faculty signature indicating that the student completed the requirements of the contract—Part B).

If the Honors College needs additional information about the requirements, the student will receive a subsequent email requesting the contract be revised within a limited window of time. It is important that students check their MavMail and the Online Credit System on a regular basis. Any contract that does not have all of the required signatures and/or requested information by the due date stated will be automatically cancelled by the online system.

IMPORTANT: **It is the responsibility of the student to verify the status of their contract(s), to ensure that if the instructor made modifications they understand what those are, and to contact their instructor if a contract has not been signed before the deadline. The Online Credit System automatically cancels contracts that are incomplete by 11:59pm on the published deadline.**

What happens next?

Effective Fall 2017, the student Reflection Section is optional. The Honors College really does want students to provide honest feedback about their experiences. Faculty cannot see your responses, so please take some time to do this.

	<p>PART B — Honors Contract Reflection: Effective Fall 2017, the contract reflection section is optional. The purpose of this section is to obtain information about your experiences in completing this contract to assess the overall contracting process; however, contract projects and student recommendations are also a valuable resource for other Honors students as well.</p> <p>Your thoughtful responses are important to us and do make a difference. Comments in this section are confidential and cannot be seen by anyone other than Honors College staff; therefore, we encourage you to take the time to complete this section and that you are candid about your experiences.</p> <p>Comments could include, but are definitely not limited to, information such as whether or not the project was beneficial to you, if you would recommend it to another Honors student and why, as well as reflecting on anything you might do differently now that you have completed the contract.</p> <p>If you would like to provide comments about your experiences, and we really hope that you will, the reflection section becomes available once your instructor signs-off on the final project or one week prior to the contract due date, whichever comes first.</p> <p style="text-align: center;"><input type="button" value="Sign Contract"/> <input type="button" value="Reset form"/></p> <p style="text-align: center;">Return to the main page of the system.</p> <hr/> <p style="text-align: center;">Return to your List of Contracts</p>
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The Reflection Section will open for student feedback:

- A) When the faculty member signs Part B indicating the student has completed the requirements of the contract; or
- B) One week prior to the last official day of classes (Part B deadline—before final exams).

Students do not need to submit their contract project to the Honors College. The instructor will review the project and determine if it meets the requirements to receive Honors credit in their class.

IMPORTANT: Any contract that does not have the instructor's final signature by 11:59pm on the due date will be automatically cancelled by the Online Credit System.

Other Things to Keep in Mind

The Online Credit System provides the status of a student's contract from creation to completion. Some of the most common statuses and what they mean include:

CONTRACT STATUSES ~ PART A

Awaiting Faculty Signature

The student has signed the contract, but the instructor has not

Awaiting Honors Review

The contract has been signed by the student & instructor, but the Honors College has not reviewed the requirements

Note: Honors review does not have to be completed before the contract deadline. In fact, it often takes place after the deadline has passed—this is normal.

Revision Requested by Honors

The Honors College has requested more information about the requirements

Note: The contract will have a "new" deadline—7 days from when the request was sent

CONTRACT STATUSES ~ PART B

Final Signature Pending

The instructor has not signed Part B indicating the student completed the requirements

Contract Fulfilled

The instructor has signed Part B and the Honors College is waiting for grades to post

Contract Complete

All requirements of the contract have been met and the Honors notation will be placed on the students transcript

Remember, ***to receive Honors credit, a student must earn an A or B in the course.*** When grades post at the end of the semester, the Honors College verifies the grade received and then asks the Office of Records to denote the course as Honors in the student's records.

IMPORTANT: Honors notations are not automatic. They are entered into MyMav individually by the Office of Records; thus, it can take several weeks for students to see these notations on their unofficial transcript.