



KUTZTOWN UNIVERSITY
KUHONORS

Kutztown University of Pennsylvania | Honors Program Course by Contract Form

Please see reverse side of this form for definitions and details.

A completed Learning Contract needs to be submitted in addition to this form.

There are **TWO documents (this form and the Learning Contract that you create) that need to be turned in in order for your Course by Contract to be reviewed by the Honors Director.**

Student Instructions:

1. The semester *before* you are to complete the Course by Contract:
 - a. Review sample Learning Contracts (can be found in Honors Hall).
 - b. Meet with the professor, create the learning contract with the professor's approval.
 - c. Submit this completed form and your professor-approved Learning Contract to the Honors Program Office.
2. The completed form and Learning Contract must be submitted to the Honors Program Office by the last day of registration the semester before the contract will start unless other arrangements have been made with the Honors Program Office.

Professor Instructions:

Please sign below if the learning contract meets your approval. If the contract does not receive your approval, please have the student revise the contract.

Basic Information:

Student Name: _____ Date: _____
 KU Email: _____ Anticipated Graduation Date: _____
 Course Professor: _____ Department: _____
 Course Prefix, Number, Section: _____ Semester/Year: _____
 Course Title: _____
 Credits: _____

Approval of Learning Contract:

Contract Approved by Student (Signature/Date): _____
 Contract Approved by Course Professor (Signature/Date): _____
 Contract Approved by Honors Director (Signature/Date): _____

Contract Complete:

Honors Program Director Signature: _____
 Date Completed: _____ Grade Assigned: _____

Definition of Terms

What is a “Course by Contract”? Honors students enroll in a regular course through the normal advising process. The difference is that they negotiate a separate **Learning Contract** with the professor. The course by contract is a chance for honors students to explore their Capstone interests in depth within a regular course.

Learning Contract: The contract is a substantial piece of student work in itself. It involves careful thought about outcomes and methods. Students will use this learning contract to begin approaching their capstone project in some way, whether by providing context, knowledge, or skills that may eventually be used for the Capstone. They may also use the learning contract to explore possible ideas for the Capstone project, to develop their Capstone project proposal, and to develop a working relationship with their Capstone Advisor.

A learning contract can be as creative and ambitious as you wish to make it. Give yourself time to do it right. Your outcomes can change as you learn more during the semester. At a minimum, the Learning Contract must include:

- a) **Learning outcomes.** What, specifically, do you wish to learn or achieve? Why? How can you relate these outcomes in some way to your possible Capstone project area? How will you be using this Course by Contract to prepare yourself for your Capstone Project?
- b) **A plan for achieving these learning outcomes, including a timeline.** What will you do? Will you work with other honors students in the class, or as an individual? Will you do all the work that other students in the class do – and more? Will some of your Honors work replace some of the normal workload on the syllabus?
- c) **Doing or engaging with original work.** Some aspect of your learning contract should involve engaging with non-textbook original work in your field. Some aspect of your learning contract should involve your own creative efforts. Honors learning activities cannot only involve consumption and regurgitation.

Required Format: The format of the learning contract depends on the field. A chemistry learning contract will look far different from a theater contract. A Course by Contract intended to result in a thesis proposal will be far different from a course by contract at the very start of your college career.

Contract Approved by Course Professor: Supervising your learning contract needs to be a job the professor wishes to do. Professors: Please approve the contract if it seems doable, worthwhile, and interesting. The contract may involve the student doing all the normal work of the course, plus additional enrichment, or it may involve the student doing work that substitutes for some or all of the normal work for the class.

Contract Approved by Honors Director: The proposal will be approved if it names significant, specific, and achievable outcomes, a connection to Capstone research or creative processes, and a realistic plan to achieve them.

Contract Approved by Student: The primary author of this document is the student. The document needs to name outcomes that the student wishes to achieve. By signing this, you are stating your interest in this project, and committing to achieve it. If your outcomes change, that’s a good thing! Should your outcomes change, please submit an addendum to your original contract.

Contract Fulfilled - Course Professor: At the beginning of each semester a copy of the contract will be sent to each Course by Contract professor for their records. At the end of each semester a grade request form will be sent to each Course by Contract professor asking if the contract was completed satisfactorily and what grade was received. Any grade below a B is not accepted for Honors credit.

Contract Fulfilled – Honors Director: The Honors Director must certify that the student has fulfilled the requirements by approving and signing the Course by Contract form.