

Guidelines for Honors Credit

Description of the Honors Contract

An Honors Contract is a mechanism for adding an "honors designation" to a non honors level course at Metropolitan Business Academy. The contract permits honors students to turn a regular high school course into an Honors course by contracting with the instructor to complete extra work and receive honors credit. The contract involves an agreement among the honor student, parent, Metropolitan faculty member, and the guidance office. All of the terms stated in the contract must be successfully completed by the agreed upon due date in order for the student to receive honors credit for the course.

The honors elements defined by the contract should add an academic dimension by introducing new material or by allowing the student to go into greater depth than normally required in some aspect of the course. It should be made clear on the *Contract for Honors Credit* how this work exceeds regular course requirements. Honors Contracts will be submitted by November 5th to the guidance office with all required signatures.

Time Involved

Seeing an honors credit contract to completion is a time commitment in addition to the rigorous coursework already required. Faculty members supervising honors credit students should expect to add individual student supervision meetings and any necessary support time to their current semester workload. The details of these meetings should be worked out and agreed to ahead of time and submitted with the contract.

Ideas for Honors Contracts

- An independent research project with demonstrable results.
- Writing a major research paper (in addition to any course requirement).
- Prepare a portfolio of creative writing, poetry, literary criticism, etc.
- Any other exploratory, creative, wide-ranging, or experimental learning experience related to the content of the contracted course.
- Students should bring their ideas to the teacher as well. Students should study something interesting and enriching.

Grading

The Honors Contract does not affect the student's grade in the course. To receive honors credit for the course, honors students must complete the contracted course with a grade of "B" or better and satisfactorily complete the terms of the contract during the semester that credit is earned. Students receiving an "I" in a course that they have contracted will not receive honors credit upon completion. Also, students receiving an "A" or "B" in a contracted course who have not completed the terms of their contract will not receive honors credit. Instructors will not penalize students who do not complete the terms of their honors contracts; these students will receive the grade earned in the class. Faculty must inform the Guidance Office of the status of the contracted work at the same time they report grades for the course.

When is the Contract Complete?

The contract is complete when the instructor is satisfied that the student has successfully completed all of the predetermined terms of the contract by the due date (remember the course grade has nothing to do with the contract). An evaluation form is sent to the course instructor at the end of the semester and must be signed by the instructor before being returned to the Guidance Office. Only then is the contract complete.

Contract for Honors Credit

Date: _____ Student's Name: _____
 (Last Name), (First Name)

Course Title: _____

Course Section: _____

Instructor's Name: _____

Describe as fully as possible the additional work or project that this student must complete in order to earn "Honors" credit for the course. After the student, parent, and instructor sign the contract, return it to the Guidance Office for final approval. (Use a separate blank sheet if you need more space).

General Project Description	
Specifics	Due Dates

Student's Signature _____ Date: _____

Parent / Guardian Signature _____ Date: _____

Instructor's Signature _____ Date: _____

Guidance Counselor's Signature _____ Date: _____

(This contract must be submitted by October 1st to Ms. Legere, Guidance Counselor)

Evaluation for Honors Credit

Date: _____ Student's Name: _____
(Last Name), (First Name)

Course Title: _____

Course Section: _____

Instructor's Name: _____

(check one)

_____ This student has met the requirements of his Contract for Honors Credit. This student has also earned the grade of B or better in his regular course work for the year and so deserves the Honors designation on his transcripts in the course listed above.

_____ This student has not met the requirements of his Contract for Honors Credit. This student has not earned the grade of B or better in his regular course work for the year and/or did not complete all the requirements of the project by the predetermined deadlines.

Student's Signature _____ Date: _____

Instructor's Signature _____ Date: _____