

Honors by Contract (HBC) Steps

Step 1 – What class should I do?

Take a look at your schedule. Is there a class that you are excited about or really interested in? If so, that is a good sign that you will enjoy doing an Honors by Contract for that course.

Step 2 – Does my class meet the requirements?

Is the class you want to do as HBC in a 300+ level course? If not, you will need to contact Dr. Owens for approval.

Step 3 – Contact the instructor

Contact the instructor assigned to the course. An email to your instructor may look like this:

Hi Dr. Collum,

My name is Amy Tomlinson and I am going to be taking your ACC 310 class in Spring 2021. I am really looking forward to having you as my professor and studying intermediate accounting.

I am an Honors Program student and if you would be willing, I would like to take your course through Honors by Contract, so I can earn Honors credit. If you have done this before, what do you require of your Honors students? If you haven't, I would like to meet with you, if possible, to discuss the Honors by Contract process and come to an agreement on an Honors assignment for the class.

Completed contracts are due by the first day of class, so once we agree on an assignment, I will start the online form. You will receive an email asking for the assignment information and your signature. Completed assignments are due to the Honors Program by the last day of classes.

Thank you for your time and consideration in helping me complete my Honors requirements.

Amy Tomlinson
ID: 001001001

Once you agree on an assignment with your instructor, proceed to the next step.

Step 4 – Submit the Honors by Contract Form

Access the Honors by Contract form by going to our web site and viewing the “Current Students” tab.

Fill out all required information. **Make sure the email address to your instructor is correct or they will not receive the form.**

At the bottom of the page, select “Next” and electronically sign your form.

Step 5 – Follow up with your instructor

Email your instructor letting them know that you have submitted the Honors by Contract form and they will find the link in their email. Thank them again for agreeing to help you with your Honors credits!

Remind them that this form is due by the first day of class and your completed assignment is due back to the Honors Program by the last day of class.

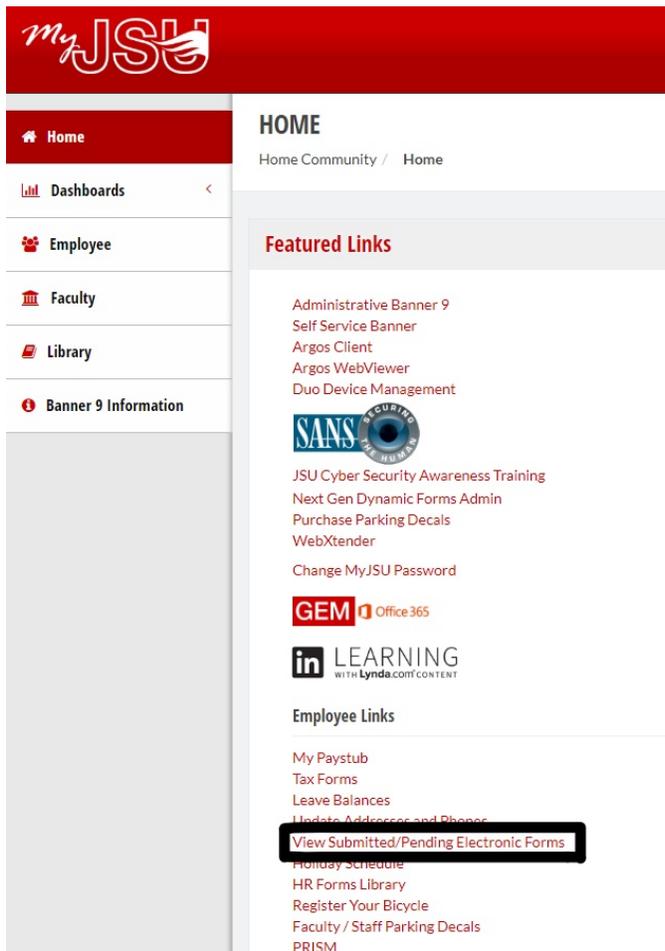
You will receive updates to your JSU email as each person signs off on the contract: Instructor > Department Head > Honors Director.

Your proposal contract is complete and will be held in “Honors Clerical” until the end of the semester.

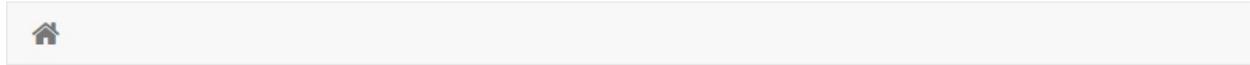
Step 6 - Accessing your Honors by Contract form:

Log into myJSU

On the left side under “Featured Links,” you will see a link for “View Submitted/Pending Electronic Forms” (see photo below)



After following the link, your screen should look like the one below.



Welcome to Dynamic Forms!

This page offers you access to your Pending / Draft Forms and your completed Forms History.

If you need to start a new form, please go to your college or university website to access a link to the proper form. Thank you for using Dynamic Forms!



Select "Pending/Draft Forms"

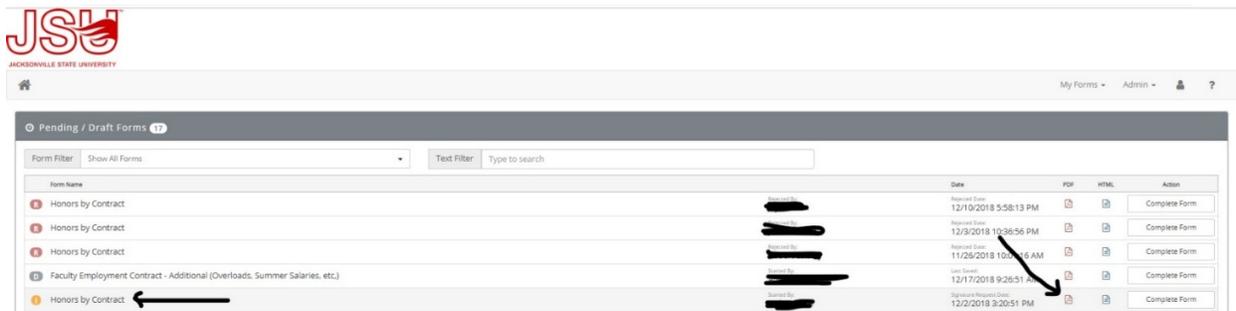
Your next screen will not be identical to the one below, but will show any electronic form you have submitted that is still pending

For any form that has been started by you but has not been submitted, you will see a grey icon with a "D" for draft

For any form that has not been signed by all participants, you will see a yellow icon with an "I" for incomplete

For any form that has been rejected, you will see a red icon with an "R" for reject

To view any of your forms, click on the PDF icon (see photo below)



From the PDF link, you will be able to view what your instructor has put for your assignment, see who all has signed/or still waiting to sign.

Step 7 – I’ve completed my assignment and turned it in, now what?

Let your instructor know that they will receive the final link to your contract during the last week of classes. At this time, your instructor will upload your work and sign off that you completed all that was required.

The Honors Director will send to the Registrar after grades are posted so you can receive the Honors designation for the course. You should see this reflected on your unofficial transcript no later than two weeks after grades are posted.

Q&A

Q1: What if I can’t finish my work for the Honors by Contract?

A1: You will not be penalized for not completing your Honors by Contract work; however, you will not receive Honors credit for the course. Keep this in mind when making the decision to forgo your Honors by Contract.

Q2: I completed the Honors by Contract requirements, but I made a C in the class. Why do I not see the Honors credit on my transcript?

A2: As with all Honors courses, you must make at least a B in the course to receive Honors credit for the class.

Q3: The first day of class is approaching and my instructor has not completed their portion of the contract. What do I do?

A3: If you have not already, send them a follow-up email letting them know of the deadline (first day of class). If you have not heard from them by the Friday before class starts, email Dr. Owens to let her know that you have sent the instructor [x number] of emails dated [x], [x], and [x], but have not heard back.

Q4: I have no idea which class I should take Honors by Contract. How do I decide?

A4: If you aren’t sure what class you should do, contact Mrs. Whitmore or Ms. Tomlinson. They have a list of courses and instructors that have negotiated Honors by Contracts before, and they can give you an idea of what to expect.