

Student Name: _____ Faculty Name: _____

Sierra College Honors The Honors Course Contract Proposal STUDENT CHECKLIST

★★★ TO BE COMPLETED AND SIGNED BY STUDENT ★★★

Dear Student,

Please check off the items below as you look over your completed Honors Course Contract Proposal. Completing this Checklist carefully will greatly improve the odds of your Proposal being approved. When you have completed all items, please submit this checklist with two copies of your Honors Course Contract Proposal (each with original student and instructor initials/signatures) according to the submission instructions in the Instruction Packet. *Your Honors Course Contract submission will not be considered complete unless the Contract Checklist is included!* Incomplete Honors Course Contract submissions will be rejected.

GENERAL CHECKLIST

1. I have met with my Honors Instructor and discussed in depth the details of my Honors Course Contract.
2. My Honors Instructor has helped me to develop my Honors Course Contract.
3. I have completed all required fields of my Honors Course Contract, carefully following the instructions in the instruction packet.
4. My contract is computer generated using Adobe to fill out all fields (hand written contracts are not accepted).
5. My Honors Instructor and I have signed and initialed **both** copies of my Honors Course Contract Proposal (copies of signatures not acceptable).
6. I will be submitting two signed copies of my Honors Course Contract Proposal and this signed Student Checklist **by 3pm on Thursday of the 4th week of the semester.**
7. How many Honors Course Contract Proposals will you be submitting this semester (including this one)? Please enter the number in the box to the left.

8. How many total units are you enrolled in this semester? Please enter the number in the box to the left.
9. How many Honors Course Contracts have you **successfully** completed prior to this semester? Please enter the number in the box to the left.
10. When was your most recent Honors Course Contract completed? Please enter the semester and year in the box to the left (e.g., Spring 2008).

DETAILED CHECKLIST

Please make sure you have your completed Proposal in front of you while you fill out the detailed checklist. Check the correct response to all of the following yes/no questions. By **carefully** completing these questions, you are decreasing the chances of your proposal being denied.

SECTION I

(Numbers correspond to those found in the Honors Course Contract Proposal, SECTION I)

- | | | | |
|-----|--|------------------------------|-----------------------------|
| 1. | Is the semester and year correctly entered? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | Is the student's first and last name entered? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | Is the student nine-digit ID# entered and properly formatted?
(Should be a 970 number) | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | Is the student telephone number entered and properly formatted?
(An area code should be provided) | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 5. | Is the student's Sierra College email address entered? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 6. | Are the course number and name entered? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 7. | Are the course meeting days and times entered? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 8. | Are the Faculty's first and last name entered? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 9. | Is the Faculty work phone entered? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 10. | Is the Faculty Email Contact entered? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 11. | Is the overall objective/purpose of the contract clearly stated? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

SECTION II

- | | | | |
|-----|--|------------------------------|-----------------------------|
| 12. | Are at least 3 individual student learning objectives checked? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 13. | Does each checked learning objective include a clear description of activities to be completed? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 14. | Does each checked learning objective include a clear description of tangible evidence to be produced? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

15. Does **each** checked learning objective's description of tangible evidence to be produced demonstrate achievement of the associated learning objective? YES NO

SECTION III

16. Are assessment criteria listed and are they specific? YES NO
17. Are there assessment criteria stated for **each** assignment and activity listed in Section II? YES NO

SECTION IV

18. Is there a clear statement of how the components of the contract will allow the student to gain knowledge and/or experience above and beyond what is gained in the regular classroom environment for this course? YES NO

SECTION V

19. Have both the student and instructor initialed to meet at least 15 minutes every 2 weeks? YES NO
20. Did the instructor sign the Contract? YES NO
21. Did the Student sign the Contract? YES NO

Please review your responses to all of the above questions. If any of your responses are "NO," you must make the corrections necessary before you submit your materials. The Honors Committee will be using a very similar Assessment Form to evaluate your Proposal, so if you have any "NO" responses, they will most likely find the same and reject your Proposal. After you have made all corrections, completely filled out the General Checklist, and all of your responses are "YES" in the Detailed Checklist, please sign below and submit this Checklist with the copies of your Honors Course Contract Proposal.

I certify that I am NOT a high school enrichment student AND all items in this Student Checklist have been carefully reviewed and completed.

STUDENT SIGNATURE

DATE