

## Guidelines for Contract and Independent Study Proposals

Considerable care should be taken by supervising faculty as well as by students when preparing proposals for earning honors credit by contract or through independent study.

- **Content/Nature of the Proposal** – The following questions should be kept in mind when developing a proposal:

- “Will this contract allow the student to explore something s/he would not be able to under the constraints of a standard course?”
- “Does the proposal require the student to produce a tangible product or products that reflect the nature and quality of his/her work?”
- “Does the proposal require the student to present his/her paper, research, or project to the class at the end of the semester?” Such presentations potentially enhance the honor student’s ability to communicate effectively and contribute to the overall quality of the course.
- “Is the proposal sufficiently detailed so that outside observers can ascertain the depth and breadth of the project as well as the amount of work required?” Clarity, elaboration, and specificity are important because the proposals (1) must be approved by various College personnel and (2) are kept in the student’s permanent file in the Records Office and may be forwarded to admissions officers at transfer institutions or to prospective employers.

- **Appearance and Correctness** – These documents will be reviewed by a number of people, both within the College and potentially at other institutions; thus, care should be taken with their appearance.

- “Is all the necessary information provided?” Incomplete proposals will be returned unprocessed.
- “Is the proposal neat in appearance?” Typing of **all** information is strongly recommended.
- “Have the proposal and any attachments been carefully edited to eliminate problems with spelling, usage, grammar, and punctuation?” Proposals with such errors will be returned unprocessed.

*For additional information about preparing proposals and related issues, see the reverse side of the proposal forms and/or contact Dr. Donna Singleton, Honors Program Coordinator.*