

Dear Colleagues,

I want to thank you for helping your student to prepare an honors contract course for this semester. While the student should be fully prepared to share with you her/his particular interests and skills, her/his career and academic goals, it takes considerable time and energy on your part to collaborate with the student in order to tailor their learning to those goals.

I am well aware that this is extra work for you, and I wanted you to know that it is greatly appreciated. Our alumni have reported that their honors contract courses and the projects associated with them have given them an edge with future employers and graduate school admissions.

Past honors contract courses have provided students with several exciting opportunities. For example, one of our marketing majors created an advertising campaign for a local store for one of her contract courses. Another student co-facilitated a two-week leadership workshop for Navy managers, for which the student assisted with the administrative tasks of delivering the workshop as well as the development and presentation of the workshop materials. Students have also worked in faculty laboratories, and others have developed and practiced marketable skills and products (such as videos, websites, or a portfolio of work to share with a possible employer).

Contract courses give students a unique opportunity to work collaboratively with a faculty member to facilitate their learning in a manner that allows them to delve deeper into material that you may not be able to cover extensively in class. The student is fully expected to go beyond the basic requirements of the class, but honors contract courses are not meant simply to increase the student's workload. If it is appropriate to do so, please feel free to offer the student the option of completing an agreed upon project in lieu of another requirement for the class.

At the end of the semester, please contact the Dean of the Honors College, David Metzger, (dmetzger@odu.edu) to inform us if the student has successfully completed the agreed upon requirements for the contract course. At that point, your job is done. It is then our responsibility to check the grade of the student and to contact the registrar's office, who will then place an honors designation for that course on the student's transcript.

Again, I want to thank you for considering the development of an honors contract component for your class. And I want to invite you to contact me should you have any questions regarding the contract course's development.

Best,  
David Metzger  
Dean, Honors College  
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