

## Honors College Contract Proposal Form Guidance

The student fills out this section, "Honors Contract Proposal." After the student fills out this preliminary information, an email is sent to the instructor with a link to the next section, "Honors Contract Proposal Detailed Information."

### Honors Contract Proposal

Honors Contracts provide students the opportunity to work closely with faculty mentors on independent projects in courses they are enrolled in to develop special skills and gain in-depth knowledge related to the course.

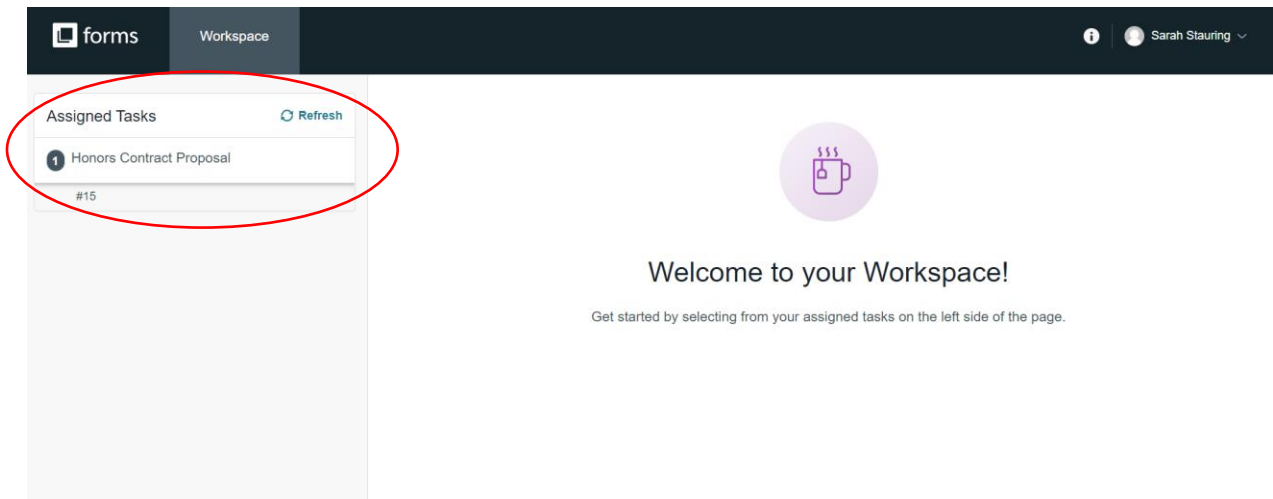
The first section of the Honors Contract proposal needs to be completed by the student. The next section should be completed by the instructor in collaboration with the student. After the Honors Contract submission deadline, the contract will be assigned to a faculty reviewer. The faculty reviewer will either approve the contract or request revisions. The Honors College will keep everyone informed as to the status of the contract.

For approved contracts, the Honors College will contact the instructor at the end of the semester asking whether the student successfully completed the Honors Contract. Upon successful completion of the contract, the course will be designated as "Honors" on the student's transcript.

For more information see [Honors College Contract Proposal directions and guidance](#).

**\*Instructors, if you have not made an account with Formstack, you will not be able to complete the contract. The student will receive an error when they try to submit the first step if the instructor does not have an account with Formstack. Please email [honors@fgcu.edu](mailto:honors@fgcu.edu) so we can get you set up with a Formstack account.\***

When you are in Formstack, you can click any contract proposals here. If you are working on more than one contract, they will all be here in your workspace.



The screenshot shows the Formstack workspace interface. At the top, there is a dark navigation bar with the 'forms' logo and a 'Workspace' tab. To the right of the tab, there is a user profile for 'Sarah Stauring'. Below the navigation bar, the main workspace is divided into two sections. On the left, there is a sidebar titled 'Assigned Tasks' with a 'Refresh' button. A single task is listed: 'Honors Contract Proposal' with a notification badge and the number '#15'. This sidebar is circled in red. On the right, there is a large purple circular icon with a document and three lines, followed by the text 'Welcome to your Workspace!' and a subtext: 'Get started by selecting from your assigned tasks on the left side of the page.'

The instructor and student should work together to fill in the information in this section, “Honors Contract Proposal Detailed Information.” The instructor may have to log into Formstack for this step. Please make sure you have your password saved. Email [honors@fgcu.edu](mailto:honors@fgcu.edu) for questions/concerns.

## Honors Contract Proposal Detailed Information

This section should be completed by the instructor in collaboration with the student.

For more information see [Honors College Contract Proposal directions and guidance](#).

The proposal is sent to a faculty reviewer after the Honors Contract submission deadline. After faculty review:

- Revisions requested: The instructor will receive emails from [noreply@formstack.com](mailto:noreply@formstack.com) if revisions are requested. Instructor should work with student to make revisions. Revisions are made in the “Honors Contract Proposal Detailed Information” section.
- Not approved: The instructor will receive an email from “Honors College [noreply+cc1f559432bca6f0@formstack.com](mailto:noreply+cc1f559432bca6f0@formstack.com)” if the contract is not approved. If the contract is not approved, the student and instructor are encouraged to contact the Honors College for further guidance, at [honors@fgcu.edu](mailto:honors@fgcu.edu).
- Approved: The instructor and student will receive an email from [honors@fgcu.edu](mailto:honors@fgcu.edu) with the approved contract information.