



STACKED COURSE CONTRACT

Date: _____

Student Name: _____ PNW ID #: _____

Student's Email: _____

Semester: _____ Year: _____

Course Number/Title: _____

Course CRN Number (see semester schedule): _____

Instructor's Name: _____

Instructor's Email: _____

Using a **separate, typed sheet of paper**, describe as fully as possible (**300-500 words**) the additional work or project that will be completed in order to earn Honors credit for the course. Consider the problem that you are looking to answer or the idea that you are looking to research. After both the student and instructor sign the contract, submit it and the project description electronically to the Stacked Course section of the Honors College Brightspace page. **Due date for signed contract: End of the fourth week of classes.**

Student Signature _____ Date: _____

Instructor Signature _____ Date: _____

Honors College Dean Signature _____ Date: _____

STACKED COURSE GUIDELINES

An Honors stacked course represents a scholarly endeavor over and above the normally expected curriculum of the course, and it must be fully described at the time of signing the contract in a separate, typed document.

The investment of time and resources for both faculty and Honors students in creating an Honors stacked course is considerable. Honors students are advised to carefully consider their current course load and other commitments before pursuing this option.

STACKED COURSE EXAMPLES

The Honors stacked course should extend beyond a single additional writing assignment. Stacked courses should also include additional readings, homework, and meetings with students or faculty on a weekly or monthly basis as deemed appropriate by the instructor. Stacked courses are not simply extra assignments or homework problems. Some examples of stacked course content include:

- **Topics** that are too advanced for presentations in regular course work.
 - **Research** beyond normal course assignments.
 - **Critical thinking and extended analysis** not required in regular course work.
 - **Creative projects** beyond regular requirements of the course.
 - **Oral presentations**, in class or in another forum, beyond the regular course requirements.
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STACKED COURSE DEADLINES

Submission of Course Contract and Project Description	End of the Fourth Week of Classes
Final Submission of Paper/Project to Honors College	End of Finals Week

All documents are to be submitted to the Stacked Course section of the Honors College Brightspace page.

STACKED COURSE TIMELINE

1. **CREATION OF THE CONTRACT:** The instructor, in consultation with the Honors student, will determine the project design.
 2. **SUBMITTING THE CONTRACT:** The Honors student must turn in the signed contract (with signatures of both the student and instructor), along with the additional, typed project description by the end of the fourth week of class.
 3. **DEAN'S SIGNATURE APPROVAL:** Once the contract is approved, the student will be notified that the stacked course is signed and approved, and the contract can officially begin.
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STACKED COURSE REQUIREMENTS DURING THE SEMESTER

1. **MEETINGS WITH THE PROFESSOR:** The instructor should arrange to meet with the student throughout the semester to check on progress, work out details, and any other items that should be discussed. Three or four meetings are strongly recommended; additional meetings are encouraged. The Honors student may present the project or a summary of the project to the class sometime during the semester. If a class presentation is a requirement, it must be stated and fully described in the project description.
2. **FINALIZED SUBMISSION OF PAPER/PROJECT TO HONORS COLLEGE:** The finalized paper should be typed and a minimum of 1500 words, free of typographical, spelling, grammar, and style errors. Some projects may not lend themselves well to a 1500-word paper. Other formats appropriate to the project are acceptable.
3. **POSTER PRESENTATION:** Honors students are required to submit their research and participate in the annual Days of Discovery at the university. If you do more than one stacked course project, then you only need to choose one of your projects (though you are allowed to present on multiple projects, if desired).
4. **AFTER SUCCESSFUL COMPLETION OF THE CONTRACT:** Once the paper/project has been completed, the professor listed on the contract will communicate to the Honors College whether or not the contract was completed satisfactorily, in accordance with the project description provided at the beginning of the semester (and any adjustments agreed to along the way). Once the stacked course has been deemed satisfactory, the Honors College will communicate to the Registrar that the course title on the student's transcript should be labeled with an "Honors" designation to signify the successful completion of the stacked course.

Any questions can be directed to Honors@pnw.edu.