How to enroll in a Pre-Established Honors Contract:

Pre-contracted courses are regular courses where a faculty member has agreed in advance to offer an Honors option to interested students and has already set the terms of that contract. Interested UHP students simply need to “sign up” for that contract by following these instructions.

1. Honors publishes a list of Honors courses for the upcoming semester on its website. The list includes those that will offer pre-established contracts.

2. Enroll in the course you are interested in through KSIS

3. Go the University Honors Program Website, Go to the “Current Students” section in HAL

4. Select HAL Login
5. **Go to the “Current Students” Section in HAL**

![Honors Administration Link (HAL)](#)

- **Prospective Honors Students**
  - APPLY FOR ADMISSION TO THE UNIVERSITY HONORS PROGRAM

- **Current Honors Students**
  - TRACK YOUR PROGRESS & MANAGE YOUR PROJECT, EVENTS, AND CONTRACTS

- **Faculty/Staff**
  - VIEW YOUR COLLEGE’S STUDENTS AND RELATED UHP ACTIVITY (College Coordinators)
  - REVIEW AND APPROVE STUDENT ACTIVITY (Faculty eSign)
  - CONTROL PANEL (UHP Staff)

**K-STATE FERPA GUIDELINES**

U.S. DEPARTMENT OF EDUCATION Family Educational Rights and Privacy Act (FERPA) Guidance

---

6. **Sign in**

![Honors Administration Link (HAL)](#)

Log into your HAL Control and Progress page using your eID and password:

- **eID**
- **password**

Use your eID and password just like you would for KSIS or K-State Online.
7. Pull up your menu of pre-established contract options

8. Select the semester to pull up the list of available contracts
Remember: these are the only contracts that have been pre-established by the instructor. You can also ask other instructors about creating an individualized contract.
9. Select the course and sign onto the contract

But always read contracts before signing them!

10. Confirm your choice
11. Re-click on the pre-established contract to see if it was successfully applied

If you are already enrolled in one of these courses and would like to contract the course for UHP credit, click the row to view and apply to contract the course.

<table>
<thead>
<tr>
<th>Course</th>
<th>Term</th>
<th>Hours</th>
<th>Instructor</th>
<th>E-Mail</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLSCS 502</td>
<td>S 2017</td>
<td>3</td>
<td>Eric Brandom</td>
<td><a href="mailto:ebrandom@kou.edu">ebrandom@kou.edu</a></td>
<td>(785) 532-</td>
</tr>
</tbody>
</table>

Success! We have been notified that you’d like to complete this contract. Upon completion of the course, your instructor will be asked to verify that you satisfactorily fulfilled the requirements laid out in the contract. Once that has been done you will receive UHP credit for it.

Description of Contract

Students wishing to earn honors credits for this class will write an additional 4-6 page historiographic paper on a topic of their choice, to be determined in consultation with the professor. For example, a student particularly interested in Tacitus’ Agricola would work with the professor to identify two or three recent articles engaged in debate about this text, in order to take and defend a position in it. The paper might also be centered on an artifact, piece of architecture, or even an event: the Pont du Gard, for instance, or the 112 CE extension of citizenship to all free inhabitants of the empire.

Describe the goals and/or learning objectives for this contract:

This paper will deepen the student’s understanding of a particular or a text, artifact, or event through an investigation of scholarly debate on it. The course as a whole is focused on primary texts as much as possible, so this project will allow the student to develop not only their analytic writing skills, capacity to critically evaluate historical argument, and finally their research skills and knowledge base.

How will successful completion of this contract be documented, or what intellectual products will be generated?

The student will produce a paper of 4-6 pages, demonstrating careful reading of at least two, but not more than four, excellent recent pieces of scholarship not included in the syllabus, as well as a text or artifact either on the syllabus or not, and offering an argument on this basis. This paper will constitute 4% of the student’s final grade in the class.

12. HAL will notify the instructor that you have added the UHP contract. You should, then, follow up by introducing yourself and touching base with your instructor regarding the contract during the first week of the course.