

How to establish an Honors Co-Curricular Experience Contract:

Co-Curricular contracts can take a variety of forms. To find a list of accepted Co-Curricular Experiences, refer to the K-State University Honors Program website under the "Program Requirements" tab.

<https://www.k-state.edu/ksuhonors/requirements>

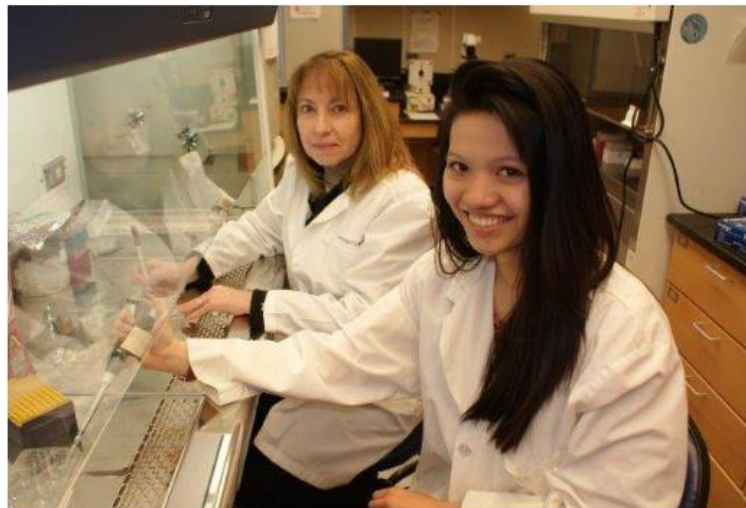
We encourage you to establish your Co-Curricular contract at the start of the experience. However, Co-Curricular Contracts, unlike Course Contracts, can be created after completion of the experience. In that instance, select the current term, but in the "Description of the Co-Curricular Activity" box, clarify the specific term in which you completed the experience.

1. Go to the University Honors Program website (k-state.edu/ksuhonors/) and click on the Honors Administration Link (HAL)

University Honors Program



Home
Who We Are
Location
Benefits
Courses
HAL
Peer Mentoring
Program Requirements
Stay Connected
Student Highlights
Give to the UHP



Kathlyn Gomendoza, Biology/Pre-Medicine, with research mentor, Dr. Lorena Passarelli, Professor of Biology. Kathlyn is a UHP student and participant in the prestigious Developing Scholars Program. She was recently recognized nationally as a 2017 Goldwater Honorable Mention.

Apply to the UHP

Apply to K-State

Visit K-State

Scholarships



- Go to the "Current Honors Students" section and click on Track Your Progress & Manage Your Project, Events, and Contracts

Honors Administration Link (HAL)

Welcome to the Honors Administration Link (HAL). HAL provides a convenient and secure space for applying to and transacting business with the University Honors Program (UHP) at Kansas State University.

Prospective Honors Students

- ▶ APPLY FOR ADMISSION TO THE UNIVERSITY HONORS PROGRAM

Current Honors Students

- ▶ TRACK YOUR PROGRESS & MANAGE YOUR PROJECT, EVENTS, AND CONTRACTS



Sign-in for current students

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

- Sign in using your K-State eID, just as you would with KSIS or K-State Online

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 do for KSIS or K-State Online

- Find the "Experiences" box, and click on the green Click Here to Add a New Co-Curricular Experience Contract

EXPERIENCES **IN PROGRESS**

Three (3) co-curricular experiences and/or additional for-credit academic courses (total credits will vary; no minimum)

See <http://www.k-state.edu/ksuhonors/requirements/> for a complete list of co-curricular options.

• [CLICK HERE TO ADD A NEW CO-CURRICULAR EXPERIENCE CONTRACT](#)

Progress: 0 experiences

Click to navigate to the Co-Curricular Contract form

C/X	Activity/Course (Sect)	Hours	Term	Contract Date	eSign	Grade	Complete
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5. Complete the form

ALL FIELDS ARE REQUIRED

Student Name

Co-Curricular Experience Title

Term



If your experience is already complete, enter the current term and specify the actual completion term in the description space below.

Description of Contract:

Describe the co-curricular activity you will undertake. Tell us what you will be doing. Detail is appreciated. Please include information regarding the anticipated duration and weekly time commitment.

How does the activity leverage/build upon your academic program (e.g. what courses have you taken that will inform your participation and how).

Describe the goals and/or learning objectives for this activity (e.g. we would like you to articulate, here, what competencies you hope to develop/what skills you hope to gain through your participation).

Complete the form.

If the co-curricular experience will be supervised by an individual who is not K-State faculty/staff, please select "External Contact" below and complete all fields.

Activity Advisor External Contact

First and Last Name
First Last

eID Fill out the first and last name above and click to search for their eID
*eID is the first part of their K-State email address.
Do not include the '@ksu.edu' part.*

Phone

Department

Save

→ ONCE SAVED, CLICK HERE TO SEND FOR SIGNATURES

(Do this ONLY AFTER discussing this contract with your course instructor or activity advisor)

6. **Enter the name of your supervisor for the project:** For Co-Curricular experiences, you have to designate whether the supervisor was a K-State employee (“Activity Advisor”) or whether they were outside of K-State (“External Contact”) since either is possible.

a. **If your supervisor is a K-State employee:**

If the co-curricular experience will be supervised by an individual who is not K-State faculty/staff, please select "External Contact" below and complete all fields.

Activity Advisor **External Contact**

First and Last Name  **Enter the correct contact information for your experience supervisor.**

First Last

eID Fill out the first and last name above and click to search for their eID
*eID is the first part of their K-State email address.
Do not include the '@ksu.edu' part.*

Phone

Department

 **1. Save the information on the form.**

TWO CLICKS:

2. Send your contract for proposal approval.

→ ONCE SAVED, CLICK HERE TO SEND FOR SIGNATURES 
(Do this ONLY AFTER discussing this contract with your course instructor or activity advisor)

b. **If your supervisor is outside of K-State:** External contacts will not have access to HAL; instead, the College Coordinator will reach out to them and verify completion of the experience.

If the co-curricular experience will be supervised by an individual who is not K-State faculty/staff, please select "External Contact" below and complete all fields.

Activity Advisor **External Contact**

First and Last Name  **Enter the correct contact information for your experience supervisor.**

First Last

E-Mail

Phone

Organization

Title

 **1. Save the information on the form.**

TWO CLICKS:

2. Send your contract for proposal approval.

→ ONCE SAVED, CLICK HERE TO SEND FOR SIGNATURES 
(Do this ONLY AFTER discussing this contract with your course instructor or activity advisor)

7. Check eSign

Name	Approvals		Contract Completed	
	eID	Date	eID	Date
Student				
Activity Advisor				
College Representative				
University Honors Program Director				



Keep an eye on your contract as it moves through the approval process. At any stage, you can see who has already signed and who has yet to sign. The Activity Advisor only signs after the experience is complete.

Congratulations! You have successfully started a Co-Curricular Experience Contract!