

How to Establish an Honors Co-Curricular Experience Contract

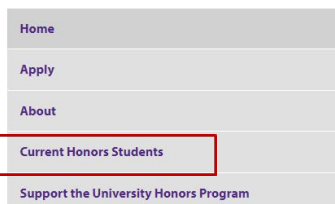
Our menu of eligible co-curricular experiences includes 1) internships and other pre-professional work experiences 2) undergraduate research experiences 3) work as a TA or formal tutor 4) study or service abroad or 5) participation for a season on an academic competition team. For a fuller discussion, refer to [Program Requirements](#) on our website.

You **can** record co-curricular experiences in HAL **after** they have been completed!

1. Go the University Honors Program website and select the “Current Students” section in HAL



K-State home » University Honors Program

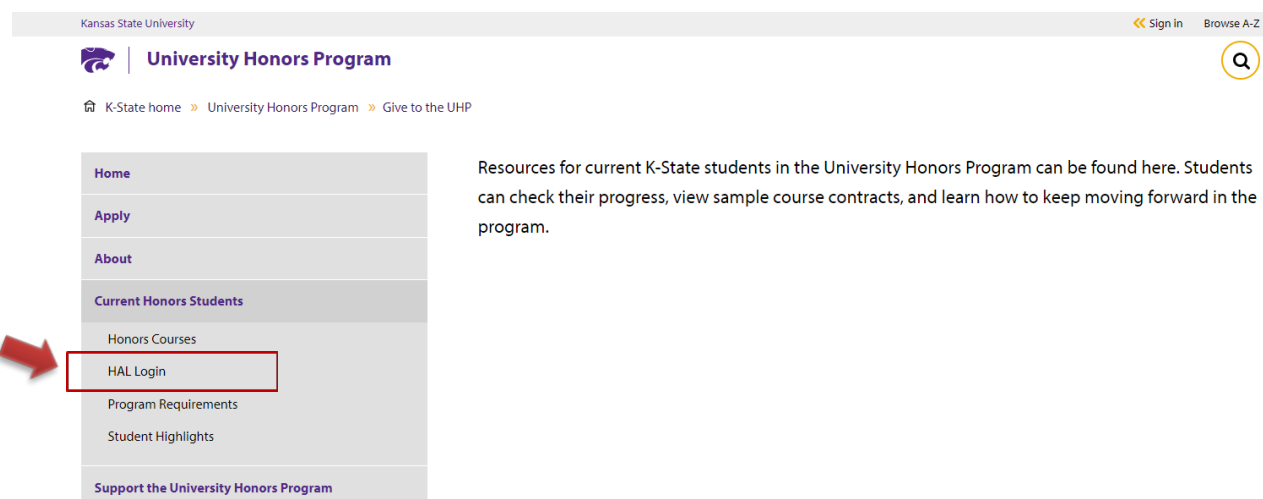


Welcome

Are you intellectually curious? Do you enroll in challenging courses? Do you have lofty ambitions and career plans? The K-State University Honors Program can help you achieve your goals.

Through honors courses, honors students learn from experienced faculty and talented peers, and, in so doing, become members of a stimulating and diverse scholarly community. Through co-curricular experiences - study abroad, undergraduate research, teaching assistantships, internships, and academic competition teams - honors students enrich their experience and prepare for future opportunities. Through individualized learning experiences, such as the faculty-mentored honors

2. Select HAL Login



3. Go the “Current Students” section in HAL

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](#)

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](#)

4. Sign in using your K-State eID and password

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

5. Find the “Experiences” box and click on [Click Here to Add New Co-Curricular Experience](#) (in green)

EXPERIENCES								IN PROGRESS
<i>Three (3) co-curricular experiences and/or additional for-credit academic courses (total credits will vary: no minimum)</i>								Progress: 0 experiences
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								
C/X	Activity/Course (Sect)	Hours	Term	Contract Date	eSign	Grade	Complete	

Click the green link to
navigate to the contract
form

6. Complete the form

Tell us how much time was involved in the experience (number of weeks/hours per week). We generally expect an experience to be at least 100 hours.

Tip: use the text boxes to rehearse the task of explaining how the experience helped you. Treat it as practice for resumes, cover letters and interviews.

ALL FIELDS ARE REQUIRED

Student Name

Co-Curricular Experience Title

Term

If you have already completed the experience, enter the current semester and include the actual term in the description 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

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

7. Enter the name of your supervisor for the project

To record a Co-Curricular Experience, 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 info for the person who can verify your experience

First Last

E-Mail

Phone

Organization

Title

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

TWO CLICKS:

2. Send your contract for approval 

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

8. Check the e-Sign

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 completed.