

**All Learning Contracts must be typed and use this online form.**
  
**This form can be found on the Honors Program website in the “Getting Started” section.**  
**DO NOT ALTER THIS FORM.**

## Madison College Honors Project Learning Contract

Student Name		Student Madison College I.D.	
Student E-mail Address		Credits (2-3) (1 credit = 51 hrs)	
Supervising Honors Faculty		Faculty Discipline Area	
Supervising Dean		Catalog #	
Project Start Date		Project Completion Date	
Campus where project will be completed	<input type="checkbox"/> Madison-Truax <input type="checkbox"/> Madison-Downtown <input type="checkbox"/> Madison-Commercial Avenue <input type="checkbox"/> Madison-South <input type="checkbox"/> Madison-West <input type="checkbox"/> Fort Atkinson <input type="checkbox"/> Portage <input type="checkbox"/> Reedsburg <input type="checkbox"/> Watertown <input type="checkbox"/> Online		

Title of Project (limit 30 characters with spaces)	
Description of Honors Project (limit 211 characters with spaces) • An optional 1-page description of the project can be included with the Learning Contract.	

**Eligibility for Honors Project:**

<p style="text-align: center;"><b><u>Completed By Student and Honors Supervising Faculty Member (check all that apply):</u></b></p> <p><input type="checkbox"/> The student has a cumulative GPA of 3.5 or higher from Madison College.</p> <p><input type="checkbox"/> The student has completed a minimum of 12 college degree credits.</p> <p><input type="checkbox"/> (For incoming high school students only) The student has a cumulative High School GPA of 3.5 or higher.</p> <p><input type="checkbox"/> The student has received Instructor permission.</p>	<p style="text-align: center;"><b><u>Completed by Honors Program Director:</u></b></p> <p style="text-align: center;">_____ Cum. GPA</p> <p style="text-align: center;">_____ # Credits</p>
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**Learning Objectives—Must be completed by the Honors Supervising Faculty Member (please be specific):**

**Criteria for Evaluating the Honors Project—Must be completed by the Honors Supervising Faculty Member (please include a breakdown of the % of the overall grade for each project component; these should align with the Learning Objectives above; you may also attach a grading rubric):**

*A to F grading scale;*

**Required Meetings, Conferences, or Other Activities:**

*Weekly meetings;*

**Textbooks and other Required Materials:**

**For Honors Projects that Require Institutional Review Board (IRB) Approval:**

- I plan to conduct research involving human subjects for my Honors Project (e.g., observations, interviews, surveys), and will not begin collecting data until I obtain approval from the Madison College Institutional Review Board (IRB).

**Required materials to include with the Learning Contract:**

- I have completed a literature review as a previous Honors Project on this topic.
- I have attached the Honors Faculty Research Experience Checklist.
- I have attached a copy of the Informed Consent Form for the Honors Project.
- My Honors Project involves survey research. I have attached a copy of the interview questions to be asked.

- **NOTE: For an example of an Informed Consent Form and further information about the policies and procedures for Honors Projects involving human subjects, please see the Institutional Review Board section on the Honors Program website.**

All required materials must first be submitted to the Honors Program Director, who will submit them to the Honors Advisory Committee for review and approval. Once approved, the Honors Program Director then will forward the materials to the IRB Committee for their review and approval.

- I plan to conduct research involving animals in my Honors Project (please contact the Honors Program Director for instructions and information prior to collecting data).

**Required Certifications:**

- I understand that I am responsible for providing a final copy of my Honors Project to the Honors Program Director at the end of the semester. (Contact the Honors Program Director to work out the details for submission of non-paper Honors Projects.)

I understand that my photo, likeness, or name may be used for appropriate marketing and recruitment purposes for the Honors Program, including inclusion in annual reports, brochures, posters, and the Honors Program website.

**PLEASE CHECK ONE BELOW:**

- I give the Honors Program and Madison College permission to use my photo, likeness, or name and will make no monetary or other claim of any kind for the appropriate use of these materials.
- I do not give the Honors Program or Madison College permission to use my photo, likeness, or name for marketing, recruitment, or other purposes.

**Required Signatures:**

**You must have the proper signatures below before enrolling in the Honors Program.**

\_\_\_\_\_

**Student**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Honors Supervising Faculty Member**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Dean**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Honors Program Director**

\_\_\_\_\_

**Date**

**Submit the completed Learning Contract to the Administrative staff in the  
Honors Supervising Faculty Member's Dean's office**