The Honors Program sincerely thanks you for supporting academic excellence by allowing students to elevate their learning through an Honors Contract in your course. Your willingness to enrich their educational experience helps foster deeper engagement, critical thinking, and continued development in their academic skill set. A guide on how to approve or deny Honors Contracts can be found below:

Where do I find the request form?

After a student submits an Honors Contract request form, you will receive an automatic TEAMS message and an email from the Honors Program. If you are accessing the request form through TEAMS, see steps 1-2 and 5. If you are accessing the request form through email, see steps 3-5.

Step 1:

Open the TEAMS application and locate the "Activity" tab in the upper righthand corner. There you will find a message from the University Honors Program
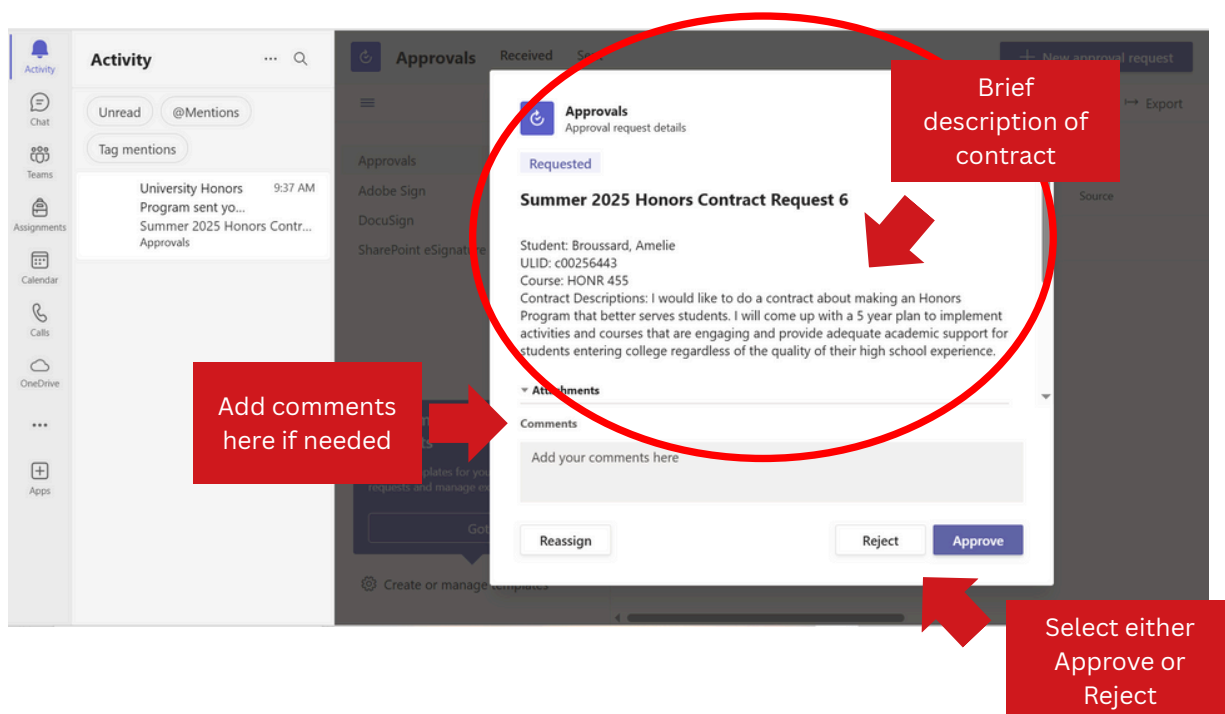
Step 2:

The Approval request details will include the semester, the student's name and ULID, the course the student wants to contract, and a brief description of the additional work they want to complete. The contract should <u>not</u> include assignments that are found in your class syllabus. You can either approve or reject the Honors Contract by selecting the option in the bottom right corner. You also have the ability to leave comments regarding the contract, if needed.

Step 3:

Open Outlook and locate the automated message from Microsoft Power Automate. The subject will be [Current semester] Honors Contract Request.
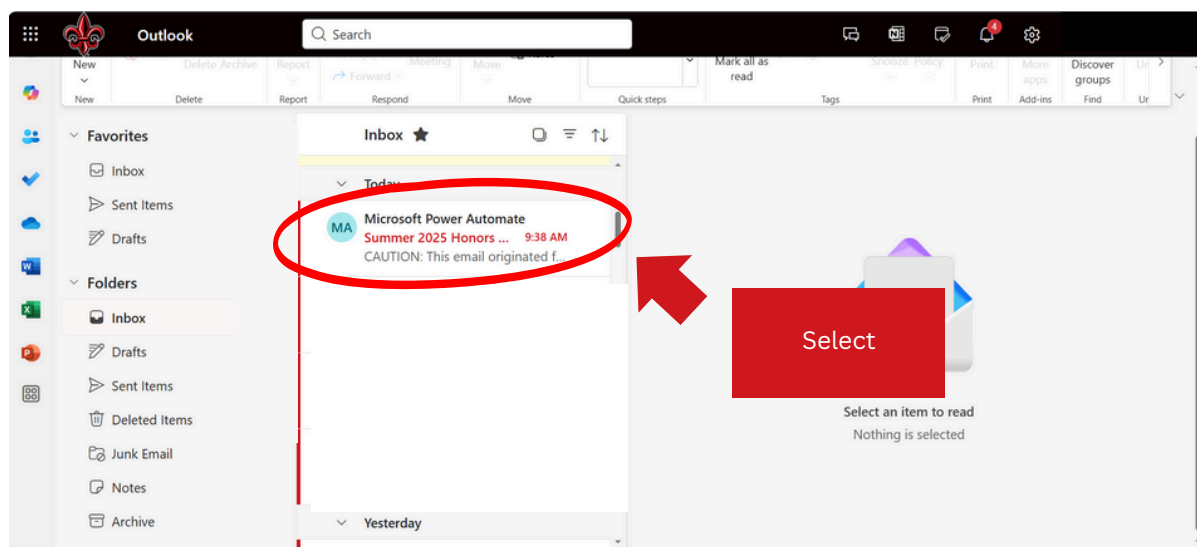
Step 4:

The Approval request details will include the semester, the student's name and ULID, the course the student wants to contract, and a brief description of the additional work they want to complete. The contract should <u>not</u> include assignments that are found in your class syllabus. You can either approve or reject the Honors Contract by selecting the option at the end of the email. You will be able to leave comments regarding the contract request after your selection.

Summer 2025 Honors Contract Request 6

Requested by **University Honors Program** <honors@louisiana.edu>

Date Created   Wednesday, June 25, 2025 9:37 AM
Link   6

Student: Broussard, Amelie
ULID: c00256443
Course: HONR 455
Contract Descriptions: I would like to do a contract about making an Honors Program that better serves students. I will come up with a 5 year plan to implement activities and courses that are engaging and provide adequate academic support for students entering college regardless of the quality of their high school experience.

Brief description of contract

[Approve ∨]   [Reject ∨]

Select either Approve or Reject

Step 5:

The student will receive an automated email based on your decision to approve or reject the contract, and you will be cc'ed on the message. Examples of each email can be found below:

Approval example:

! High importance

Congratulations, [student], your Summer 2025 Contract Request has been approved by [professor], for the course HONR 455.

Thank you [professor] for helping support honors students in their pursuit of knowledge and education.

[student] no further action is needed at this time. Once the proposed work has been completed and graded, please fill out the completion form that can be found on the Honors Program students moodle.

Contract Completions are due July 30th, 2025.

Contract completions must be submitted by the date listed on the email

Rejection example:

High importance   ⚑ Flagged

Unfortunately, [student], your Summer 2025 Contract Request has been denied by [professor], for the course CODI 590.

Thank you [professor] for helping support honors students in their pursuit of knowledge and education. Please talk with [student] regarding their contract being denied.