# ADVISOR AND STUDENT CONTRACT

For the student to complete:

**Student Requirements and Expectations:** To receive your HDO degree with Honors, students must abide by a faculty advisor and internship supervisor contract. Check the below boxes acknowledging the following basic requirements:

- Check-in with faculty advisor regularly. Keep them informed of challenges, problems, or successes with your project so that they may help as soon as possible.
- Complete 160-180 hours of on-site time with your organization. Track your hours.
- Submit a reflection essay to your faculty advisor and the HDO Office by the last day of each semester.
- Construct and agree upon a timeline, with your advisor, for each semester of the project.
- Be self-motivated and stick to the above timeline to complete this challenge successfully.
- Provide a copy of this completed form to your advisor

For the student and faculty advisor to complete:

**Grading Requirements:** The HDO Honors program is graded using the plus/minus grading system. The requirements and weight of assignments is at the discretion of the faculty advisor and student. Thus, the following are only suggestions.

Please check which assignments will be used and what their weight will be in determining the final course grade.
HDO 359H

___ Journals ____%

✓ 3-5-page reflection essay ______% (required)

___ Development of semester’s timeline and goals ____%

___ Recommendation Report Outline ____%

___ Regular meetings with faculty advisor ____%

___ Site Reports ____%

___ Other (please specify) ____%

__________________________________________________________________________________________

__________________________________________________________________________________________

___ Other (please specify) ____%

__________________________________________________________________________________________

__________________________________________________________________________________________

___ Other (please specify) ____%

__________________________________________________________________________________________
HDO 379H

____ Journals ____%

____ Site Reports ____%

____ Regular meetings with faculty advisor ____%

____ Development of year’s timeline and goals ____%

____ Recommendation Report Draft ____%

____ Recommendation Report Final Draft ____%

____ Poster ____%

✓ 3-5-page reflection essay ____% (required)

____ Other (please specify) ____%

________________________________________________________________________________________
________________________________________________________________________________________

____ Other (please specify) ____%

________________________________________________________________________________________
________________________________________________________________________________________

____ Other (please specify) ____%

________________________________________________________________________________________
________________________________________________________________________________________
Frequency of Faculty/Student Contact:

__ Weekly

__ Biweekly

__ Other: ______________________

Student and Faculty Advisor Signatures:

We have read, discussed, and agreed to the terms outlined above.

Faculty Advisor’s Signature: ___________________________________________
Date: __________________________

Honors Student’s Signature: ___________________________________________
Date: __________________________