

# Honors Enrichment Contracts

## Faculty Approval



## **Summary**

This document contains information about how to make initial and final decisions on Honors Enrichment Contracts submitted by honors students.

### **Initial Contract Review as Instructor of Class:**

Honors students submit Honors Enrichment Contracts via My ASU. Students' MyASU accounts contain an Honors Enrichment Contract link near their Barrett advising information. Students must file their contracts through their MyASU account in order for the contract to appear in your class roster. Once a student files an Honors Enrichment Contract, the contract can be accessed for your initial review. Be sure to regularly visit your class roster to look for and review submitted contracts.

Barrett, the Honors College will send out approval emails if you still have pending contracts in your class roster during the semester. The first approval email will be sent after the contract submission deadline.

Below are instructions on how to enter decisions on contracts.

### Contract Approval via Email

After the contract deadline The Honors College will send out a request for initial approval. Request for final approval will be sent out near the last week of classes.

### **SAMPLE APPROVAL REQUEST EMAIL**

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Dear Professor Alexandra Aragon,

Thank you for supporting Barrett, The Honors College. Our records show Honors Enrichment Contracts pending your decision. Please use the link below to review and input decisions for your contracts:

[Barrett Honors Contract: Initial Approval 2019 Spring to Term: 2019 Spring Session: A,C,DYN](#)

The system is available now for your decisions. You are welcome to take additional time before entering your decisions if needed. You may reply directly to this email if you have any questions or call the Barrett advising office on your campus:

- Downtown (602) 496-1757
- Polytechnic (480) 727-2380
- Tempe (480) 965-9155
- West (602) 543-3410

We appreciate your commitment to honors education at Arizona State University.

Sincerely,

Barrett Honors Advising

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Clicking on the link in the above email will open the single page approval for honors contracts. Note: system updates have recently occurred. All open contracts you have for the semester can now be approved on a single page.

The screenshot shows the ASU Contract Approval page for Barrett, The Honors College. At the top left is the ASU logo. On the right, there are navigation links: ASU Home, My ASU, and Colleges and Schools. Below the logo are two buttons: a red 'Submit Decision(s)' button and a blue 'Help Doc' button. The page title is 'Barrett, The Honors College: Contract Approval'. Below the title, it says 'Professor: Aragon, Alexandra' and 'To view contract, click on student's name'. A table lists 56 rows of contracts. Each row has columns for Student Name / ID / Term, Class/Nbr./Session, Approval, and Approver Note. The 'Approval' column contains 'Aprv Type Initial Approval' and two radio buttons for 'Approved' and 'Rejected', both currently set to 'No'. The 'Approver Note' column contains a text box labeled 'Approver Comments'. Callouts point to the 'Submit your changes' button, the 'Submit Decision(s)' button, the 'Help Doc' button, the student name link, the 'Approved' radio button, and the 'Approver Comments' text box.

Student Name / ID / Term	Class/Nbr./Session	Approval	Approver Note
1 <a href="#">Student, Tess</a> 123456789 2019 Spring	CHM 234 10148 Session C	Aprv Type <b>Initial Approval</b> Approved <input type="radio"/> No Rejected <input type="radio"/> No	Approver Comments
2 <a href="#">Student, Cayla</a> 123456789 2019 Spring	CHM 234 10148 Session C	Aprv Type <b>Initial Approval</b> Approved <input type="radio"/> No Rejected <input type="radio"/> No	Approver Comments
3 <a href="#">Student, Gabby</a> 123456789 2019 Spring	CHM 234 10148 Session C	Aprv Type <b>Initial Approval</b> Approved <input type="radio"/> No Rejected <input type="radio"/> No	Approver Comments
4 <a href="#">Student, Chelsea</a> 123456789 2019 Spring	CHM 234 10148 Session C	Aprv Type <b>Initial Approval</b> Approved <input type="radio"/> No Rejected <input type="radio"/> No	Approver Comments

Once you have marked each contract with the appropriate decision (approve or reject), click the red *Submit Decision(s)* button on the upper left corner of the page.

**Contract Details**

By clicking on the student's name in your list of contracts, you can review the terms of the contract submitted by the student. No changes can be made from this screen, but all of the details of the contract can be viewed from here.

<input type="button" value="OK"/>	<b>Student, Tess</b>	<input type="button" value="Cancel"/>
<b>Hours Required</b>	1.00	
<b>Terms</b>	This activity is integrated with standard coursework; Honors credit will be reflected in the final grade.	
<b>Contr. Descr.</b>	Research paper of Seminar length (15-25 pages) on a topic of student's choosing in U.S. history since 1945. Scholarly (library) sources (academic books and journal articles) are expected. Professor to approve topic and bibliography prior to writing final paper. Project will be largely self-directed.	
<b>Consequence</b>	Paper must be turned in by the last day of class for student to receive Honors Credit.	
<b>Init Aprv Note</b>	<input type="text"/>	
<b>Contract Num</b>	00000000099999	

**SAMPLE APPROVAL SUMMARY EMAIL**

The below email will be sent to you once you have made a decision on contracts.

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Dear Professor *Alexandra Aragon*,

Thank you for supporting honors education at ASU. **Below is a summary of your Honors Enrichment Contract Approvals:**

Please feel free to reply directly to this email if you have any questions or call the Barrett advising office on your campus: Downtown (602) 496-1757, Polytechnic (480) 727-2380, Tempe (480) 965-9155, West (602) 543-3410.

<b>Summary of Approval Action:</b>	Approved: 1, Rejected: 1, No Action: 1, Total: 3
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[Return to Barrett Honors Contract Approval Page](#)

**Details of Approval Action on:** Thu, May 17, 2018 10:03:19 AM

No	Student Name	Student ID	Class	Class Number	Term	Session	Approval Action	Approval Comment	Contract Number
1	Student, Tess	123456789	ASB 443	46658	2018 Summer	C	APPROVED		00000000099999

2	Student, Cayla	123456789	SSH 403	46661	2018 Summer	C	<b>REJECTED</b>	Please resubmit with more detail	00000000099999
3	Student, Gabby	123456789	SSH 403	46661	2018 Summer	C	None		00000000099999

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If you have accidentally rejected a contract, please call the Barrett Advising Office (480-965-9155) to speak with an Advisor. This decision can be modified, with an Advisor's assistance