



HONORS CONTRACT PROPOSAL

After reading the *Honors Contract Guidelines* document (attached) and consulting with the instructor of the class for which you plan to complete a contract, please fill out this form and attach a separate description of the project. The project description should be 1-2 pages in length and must address the questions posed in the *Honors Contract Guidelines*.

The project description and this form should first be reviewed and approved by your instructor (your instructor may request revisions). Then please submit a completed copy of this form (signed by both the student and instructor) to the Honors Office along with a final draft of the project description. This should be submitted to the Honors Office BEFORE THE END OF THE FIFTH WEEK OF CLASSES.

STUDENT NAME: _____

STUDENT ID#: _____ SEMESTER/YEAR: _____

COURSE NAME: _____

COURSE NUMBER AND SECTION: _____

- PROJECT:
- | | |
|---|--|
| <input type="checkbox"/> Research Paper (8 page minimum) | <input type="checkbox"/> Combination Research Paper/Display |
| <input type="checkbox"/> Web/Computer-Based Programming Project | <input type="checkbox"/> Combination Research Paper/Audio-Visual Submission |
| <input type="checkbox"/> Other (please describe)
_____ | <input type="checkbox"/> Honors Service-Learning Designation
(must be signed by OCC Service-Learning Coordinator) |

INSTRUCTOR: _____

Instructor Name (please print)	Bldg./Room # (for mailings)	Email	Phone Number
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PROJECT TITLE: _____

LIST APPROXIMATE DATES FOR (MINIMUM) 3 MEETINGS WITH INSTRUCTOR:

The instructor and the student (and the Service-Learning Coordinator for Service-Learning) agree to the following:

- Successful completion of an Honors Contract is the responsibility of the student.
- The student is expected to do at least 15 hours of work above and beyond regular class work.
- The student and instructor agree to meet at least 3 times during the semester outside of class time.
- The instructor will determine whether or not work submitted is Honors caliber and whether Honors credit will be awarded for the course.
- All work must be completed by the end of the regular semester and a copy of the project must be submitted with a *Project Completion Form* signed by the instructor by the end of exam week of the current semester.
- The student must earn a grade of B or better in the course to receive Honors credit.
- Student work may be shared for educational purposes, submitted for awards, or excerpted in Honors Program materials. Work will be attributed to the student.

Student Signature Date

Instructor Signature Date

Service-Learning Coordinator Signature (Service-Learning Contracts ONLY) Date

Revised 2/2018

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HONORS CONTRACT GUIDELINES – STUDENT COPY

GENERAL GUIDELINES FOR STUDENTS:

1. To earn Honors contract credit, student must complete a minimum of 15 hours of work in addition to the required class work. Contract work should allow student to study a class-related topic in greater depth.
2. Student must meet with the instructor **at least three times** outside of the regular class time to receive mentoring and academic supervision. Meetings can be face-to-face, online, or by phone.
3. The contracted course must be completed with a grade of B or better to receive Honors credit for the course. The contract must be completed during the semester in which the credit is earned.

GENERAL GUIDELINES FOR INSTRUCTORS

1. Instructors oversee the contract proposal by meeting with the student, reviewing the proposal (the instructor may require revisions before approval), and approving the proposal by signing the *Honors Contract Proposal* form.
2. Instructors meet with the student **at least three times** outside of the regular class time to mentor the student and provide academic supervision. Meetings can be face-to-face, online, or by phone.
3. Instructors must submit an *Honors Contract Completion Report* (form available from honors coordinator) to the Honors Office before the last day of class or once the student's final grade has been determined.

GUIDELINES FOR CONTRACT PROPOSAL

1. All Honors Contract proposals (including the *Honors Contract Proposal Form* and a 1-2 page description of the contract) must be submitted **no later than the end of the fifth week of classes**.
2. The project description should:
 - a. explain how student project differs from the regular work of the class. Honors contract work should be *in addition to* (not an *extension of*) regular course requirements (for example, a contract project should add a ten-page research paper rather than extending a five-page paper that is part of the regular course requirement to ten pages).
 - b. provide an explanation of **why** the project is important to the Honors learning experience. In considering how this project fits into the Honors experience, student should review the *Honors Program Learning Outcomes* (see reverse).
 - c. explain **how** student will complete the project (e.g., by conducting a literature review; undertaking a close reading of primary source material; setting up an experiment).
 - d. address **what** the final outcome will be (e.g., a research paper; musical composition; critical analysis).
 - e. explain **when** each stage (meetings with instructor, deadlines for drafts, due date for final project) will be completed. The final project should be turned in no later than the scheduled final exam).
 - f. state what criteria will be used to evaluate the project (please consult with the instructor). Will the instructor assign a grade for the project? If not, what are the minimum requirements that the project must meet in order to be judged acceptable?

GENERAL GUIDELINES FOR SERVICE-LEARNING

1. All Honors Service-Learning contracts must involve (and be signed by) the campus service-learning coordinator.
2. To earn an Honors Service-Learning designation, a student must meet all of the requirements of an Honors contract in addition to completing the service-learning orientation, performing service hours and completing a reflective piece.
3. As Honors Service-Learning is a dual designation on a transcript, such contracts typically require a research component in addition to the service-learning requirements listed above. Sometimes a presentation component is also included.

GUIDELINES FOR WRITTEN WORK TO BE SUBMITTED AS PART OF CONTRACT

1. Written work that is submitted as part of a final project must:
 - a. be well organized.
 - b. be meticulously edited for typos, grammar, spelling, clarity, and precision.
 - c. be typed using a standard 12-point font, 1-inch margins, and include a cover page including the title, date, instructor name, and course prefix and title.
 - d. utilize MLA or APA style (an alternative standard style guide may be used at the instructor's discretion).

MISSION STATEMENT

Honors at Onondaga fosters a culture of inquiry, imagination, critical thinking, and ethical reasoning by offering small seminar-style courses and by providing students with opportunities for independent learning and community engagement.

CORE VALUES AND HONORS PROGRAM LEARNING OUTCOMES

Civic Engagement: *students will...*

develop the knowledge, skills, values, and motivation to meaningfully contribute to the college and the civic life of their communities.

Inquiry and Analysis: *students will...*

draw informed conclusions based on the systematic collection and analysis of evidence.

Ethical Reasoning: *students will...*

analyze fundamental social, moral, and political issues and examine the ethical implications of their own behavior. Students will also develop the tools to more skillfully describe and evaluate diverse ethical perspectives.

Critical Thinking: *students will...*

develop the habit of making judgments about a variety of issues, arguments, ideas, and events based on in-depth investigation of relevant material.

HONORS CONTRACT GUIDELINES – INSTRUCTOR COPY

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