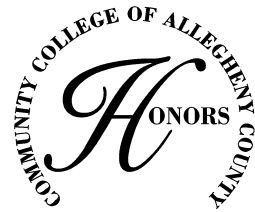


CCAC HONORS CONTRACT

Cover Sheet



STUDENT INFORMATION:

Name: _____ I.D.# _____

Address: _____
STREET CITY STATE ZIP

Home phone: (____) _____ Work phone: (____) _____ College e-mail: _____

COURSE INFORMATION:

Course title: _____

Catalog Course no.: _____ Section no.: _____ Credits: _____

Professor: _____ Campus/Site: _____ Room No.: _____

PROCEDURE AND REQUIREMENTS FOR HONORS BY CONTRACT:

- The student must be enrolled in the course and section listed above and be a member in good standing of the CCAC Honors Program.
- Parts I, II, and the Contract Cover Sheet signed by the student and the faculty member are advanced to the Campus Honors Coordinator **no later** than the end of week three for day classes or the end of week five for late-start, distance, or evening classes.
- The student and instructor will meet at least **5 times** (minimum) throughout the semester to discuss the progress and details of the enrichment.
- Part III and IV must be advanced to the Campus Honors Coordinator no later than the last day of the semester.
- The student and instructor have READ and will FOLLOW the guidelines and deadlines as established in the subsequent pages of this contract.

Signature on the Contract Cover Sheet signifies that you have seen and will comply with the parameters outlined in Parts I and II of the Honors Contract and will complete the Honors enrichment in accordance with Honors standards. Project revisions can be made with the agreement of the student, instructor, and Campus Honors Coordinator.

STUDENT DATE INSTRUCTOR DATE

APPROVAL SIGNATURES:

HONORS COORDINATOR DATE HONORS DIRECTOR DATE

CAMPUS ACADEMIC DEAN DATE

AFTER COMPLETION: FINAL PROJECT GRADE _____ FINAL COURSE GRADE: _____

INSTRUCTOR'S SIGNATURE _____

HONORS CONTRACT

This contract is divided into four (4) sections: Part I and III to be completed by the Honors student and Part II and IV to be completed by the Honors faculty mentor. All sections must be typed in paragraph and sentence form in Standard English and must be organized according to the section headings. Please remember the contract should add depth to the course in which it is undertaken and help the student to understand further the methodology and approaches of a discipline.

Student Responsibility:

Project Design: Part I (Student writes after collaboration with faculty member)

Project Complete: Part III

Faculty Responsibility:

Project Design: Part II (Faculty member writes after collaboration with student)

Project Complete: Part IV

Due Dates:

Project Design: Part I and Part II

due end of 3rd or 5th week, depending on start date (see Contract Cover Sheet)

Project Complete: Part III and Part IV

due no later than the last day of class

HONORS CONTRACT GUIDELINES

The Honors Contract addition to regular courses should allow Honors students the opportunity to take responsibility for and provide direction to their own learning while challenging them academically. The Honors Contract Proposal should be the outcome of consultation between the Honors student and the chosen faculty mentor. The Honors Contract requires a thorough and specific exploration of the academic enrichment that will be added to the course requirements, the specific learning outcomes the enrichment will stimulate, and the product that will be produced as a result of the enrichment. Due to the rigor required in completing Honors Contracts, no Honors student will be permitted to complete more than two Honors contracts in one semester.

The Honors Contract project should address the **intended outcomes** for the Honors Program, detailed below:

1. Critical thinking and analytical skills
2. Observational, written, and oral skills
3. Independent thinking and problem solving
4. In-depth perspective of specific discipline/s
5. Cultural literacy

STUDENT RESPONSIBILITY

PART I: Student Description of Project (Project Design)

Before beginning the Honors Contract project, the student should detail in paragraph form (250 words minimum) the proposed inquiry. Part I should clearly and specifically describe the following:

- The sense of discovery the project promises: What does the student hope to discover and/or experience? What narrowly-focused research question or problem will be explored?
- The specific aspect of the discipline or field of study to be explored and/or experienced
- The final form of the Honors project, the tangible evidence of the learning enrichment

PART III: Mentoring Journal, Reflective Essay, and Abstract (Project Complete)

After the completing the Honors Contract project, the student must submit the following to his/her Campus Honors Coordinator: 1) completed Honors Contract project, 2) Mentoring journal, 3) Reflective essay, 4) Abstract of project (see below for descriptions). **Part III is due no later than the last day of class.**

Mentoring Journal

The student will submit a journal, summarizing the meetings with the faculty mentor. The journal should be written in sentence and paragraph format, exploring the ideas discussed, the questions raised, the problems encountered, etc.

Reflective Essay:

The student will write an essay which reflects on the academic enrichment provided by the Honors Contract. The essay must be typed, a minimum of 500 words, and address following questions:

- How has completing this project impacted you as a learner? Address the following:
 - Critical thinking and analytical skills
 - Observational, written, and oral skills
 - Independent thinking and problem solving
 - In-depth perspective of a specific discipline/s
 - Cultural literacy
- How will you incorporate this project into your future academic endeavors?
- Did you encounter any unexpected challenges as you completed your Honors Contract? Do you have any suggestions for future Honors students doing a similar contract?

Abstract:

The student will submit in the body of an email to honorsprogram@ccac.edu a typed, one-paragraph description of the Honors Contract Project in the form of an abstract. Contract abstracts will be published in the CCAC Honors Contract Catalog (please see Honors Blackboard site for models).

Honors Program Office
Community College of Allegheny County
South Campus Room B409
1750 Clairton Road
West Mifflin, PA 15122
412-469-4303

Julia Fennell
Honors Program Director
jfennell@ccac.edu

FACULTY RESPONSIBILITY

PART II: Faculty Description of Project (Project Design)

A. **Tasks and Form of the Final Project**

Tasks: Identify the specific tasks that the student must undertake to complete the Honors Contract project. Tasks could include field research, interviews, reading of a specified number of articles or books, a service component, laboratory research, etc.

Final Project: Describe with specific detail the final form the project will take. The Honors Contract must result in some final product: a paper, a portfolio, an original artwork, a computer program, a video recording of a performance, etc. Please note that research papers must be a minimum of ten-typed pages, using primary and/or secondary sources (determine citation system appropriate to the discipline).

B. **Expectations, Assessment Criteria, and Learning Outcomes**

Identify in sentence form the instructor's expectations of the student.

- Define the criteria for evaluating the student's work.
- Explain how the proposed contract goes beyond the course requirements (please attach a syllabus/course outline to this proposal).
- Explain how the project grade will be factored into the course grade
- Identify which of the learning outcomes listed in Honors Program Guidelines the proposed project addresses (please see page two).

C. **Schedule of Student/Instructor Conferences**

Establish and list **FIVE** (this is a minimum number) required meeting dates and times. The student must submit with the final contract project a mentoring journal, summarizing the content of these meetings.

D. **Due Dates:** Draft of Project and Revised/Final Project

Part IV: Assessment Rubric (Project Complete)

After the student has submitted the Honors Project, the faculty member should complete the Assessment Rubric, which will be sent to the faculty member with the accepted contract. Complete the rubric and submit to the Campus Honors Coordinator by the last day of finals.

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