

HONORS CONTRACT INITIATION

Commonwealth Honors Program, Massachusetts Bay Community College

Student Name _____ Student ID _____
Telephone _____ Email _____ Semester _____ Year _____
Course Title _____ Course Number _____
Faculty Mentor _____ Department _____
Mentor Telephone _____ Mentor Email _____
Title or Description of Project _____
Project Objectives _____
Mentor's Expectations / Deadlines _____

The undersigned agree to the project terms outlined here:

Mentor Signature _____ Date _____

Student Signature _____ Date _____

I, the student, understand plagiarism is academic dishonesty and pledge to not plagiarize on this Honors Project. I will use reputable online and print sources, utilize these sources effectively and appropriately in my writing, and provide appropriate attribution, both in the text of my essay and in a correctly formatted Works Cited page. This will allow me to create an Honors Project that is unique and adheres to the high standards of Honors scholarly achievement. (If you are uncertain of whether you know how to properly cite sources, please refer to our guide.)

Student Signature _____ Date _____

CHP Project Requirements:

Honors Projects require a minimum of 20 hours of student work.

RESEARCH PAPERS (minimum 10 page essay)

- The essay should include analysis and critical thinking. Researched material should be smoothly integrated into the writer's work, supporting the essay thesis (not a "data dump").
- Properly researched, well-written and effectively edited for good grammar and spelling
- Research papers can also be extended versions of assigned and/or completed essays in the course.

OTHER TYPES OF PROJECTS (minimum 5 page essay):

- Laboratory research, psychology research, mathematics, field study in environmental science, an art portfolio, experiential work, internship, other (in consultation with faculty member and Honors coordinator).

Contract accepted by the CHP _____ Date _____

Faculty Mentor Instructions for Honors Projects

Student Qualification for Honors Projects:

Students must be members of the Honors Program. If the student is not yet a member, they must become one before beginning the project. Students can download the application online.

Students must be earning or have received a final grade of B or higher in your course. If the student is not earning/has not received a minimum grade of B, then you should not agree to mentor an Honors project.

General Information:

- 1) An Honors Project does not affect the student's grade in your course. It is additional work derived from and inspired by your course material.

Expectations of the Mentor:

- 1) You should be prepared to meet with the student **for four to five meetings** during the project. You should have a **minimum of two hours** of contact time with the student.
- 2) **During meeting times:**
 - a. Student and mentor will complete the **Honors Contract Initiation** form.
 - b. Student and mentor will discuss concepts and material for the project.
 - c. Student and mentor will discuss rough drafts of the project and the mentor will give feedback and offer suggestions.
 - d. The mentor will discuss **plagiarism** with the student. It is the mentor's responsibility to determine that the paper is adequately researched and effectively documented.
 - e. When the mentor determines that the project is complete, he/she will sign the **Honors Project Completion** form. (The student should provide this form.)

Your Expectations for the Student:

- 1) The student should provide all necessary forms and submit them to the CHP digitally when completed. Faculty members are not expected to deliver paperwork.
- 2) The student must work independently and produce original work.
- 3) The student must have earned or maintains a grade of B or higher in your course.

QUESTIONS? Email the CHP at honors@massbay.edu

Student Instructions for Honors Projects

Please follow the following steps for successful completion of an honors project.

If you have any questions, please contact the CHP Advisor.

- 1) The student should contact their professor to request that the professor mentor an honors project. The course may be one in which you are currently enrolled, or have taken and passed in the previous two years. You must have earned or be earning a B or better in their coursework to initiate an honors contract for that course. Earning a final grade of less than a B will nullify the contract.
- 2) Students will download the **Honors Initiation Form** and **Instruction sheet**. You will meet with your mentor to fill out the form and discuss your project. **Please submit a signed digital copy of the initiation form to honors@massbay.edu**
- 3) You will meet with your mentor throughout the semester to discuss the project and adhere to your mentor's deadlines. **The Honors Project is due the semester it begins.**
- 4) **When your project is complete**, you and your mentor will sign the **Completion Form**. The mentor must approve your final draft of your project.
- 5) Please submit a digital copy of your project and the signed completion form to:
honors@massbay.edu

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***To finish an Honors Project- complete form, attach form as cover sheet
for your project, then submit project to W502.***

HONORS PROJECT COMPLETION

Commonwealth Honors Program, Massachusetts Bay Community College

Student Name _____ Student ID _____
Telephone _____ Email _____ Semester _____ Year _____
Course Title _____ Course Number _____
Faculty Mentor _____ Department _____
Mentor Telephone _____ Mentor Email _____
Title or Description of Project _____

The undersigned agree that the final project meets or exceeds CHP requirements for Honors designation:

Student Signature _____ Date _____

Mentor Signature _____ Date _____

***** MENTORS: You will receive an email from the CHP about your stipend.*****

Final Project accepted by the CHP: _____ Date _____

Final Project not accepted by the CHP for the following reasons: _____ Date _____

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