

City College of San Francisco Honors Program
Honors Option Contract Form

Term _____ Year _____

Student Name: Last _____ First _____ Middle _____

Student ID #: _____ Cumulative GPA: _____ (Please attach unofficial transcripts.) Department _____

Instructor Name: _____ Course Subject: _____ Course #: _____ CRN: _____

Title of Project: _____

Description of Project (Attach paper if more space is needed.): _____

Instructor's Explanation (Please explain how this project is over and above the regular work in accordance with the criteria on the back.) _____

Signatures

PROPOSAL SIGNATURE SECTION (To be signed by midterm and sent to Honors Program (Mail Box L221))

I agree to complete the above project in accordance with the Honors Program standards:

Student Signature _____ Date _____ Instructor Signature _____ Date _____

Department Chair Signature _____ Date _____ Honors Coordinator Signature _____ Date _____

Department Chair Semester Sign-Off _____ **Date** _____ *

* Dept. Chair should sign here if s/he approves this project and need not see this form again when it comes time for the final project to be approved by the instructor. Signing here will significantly expedite document processing time at end of semester.

HONORS CERTIFICATION SIGNATURE SECTION (To be signed by the end of the semester and sent to Honors Program (Mail Box L221))

Honors Project Completed and Accepted: NO _____ YES _____

I certify the above-named student has satisfactorily completed the Honors Option Contract in this course, according to the standards of the Honors Program listed on the back of this contract and in the Honors Program Handbook.

Instructor Signature _____ Date _____ Honors Coordinator Signature _____ Date _____

Department Chair Signature (Not needed if **signed off** above) _____ Date _____ **

** Department chair signature not needed at this juncture if "semester sign off" was acquired at midterm.

MINIMUM DESIGN GUIDELINES FOR HONORS OPTION PROJECTS

The Honors Option Project must represent a scholarly endeavor over and above the normally expected curriculum of the course, and it must be described well on the Honors Option Contract.

Examples of “What Makes It Honors”:

Topics that are too advanced for presentations in regular course work.

Research beyond normal course assignment.

Critical thinking and extended analysis not required in regular course work.

Creative project beyond regular requirements of the course.

HONORS PROJECT PROCEDURE:

Instructor in consultation with student determines project design.

Student must have 3.0 cumulative GPA. An unofficial copy of student transcript (web transcripts acceptable) is to be attached to the Honors Contract Form.

Paper should be typed and a minimum of 1200 words, free of typographical, spelling, grammar and style errors. Cover page must be attached indicating it is an honors project.

Instructor should arrange to meet with student throughout the term to check on progress, work out details, etc. Four or five meetings are suggested.

Student must earn a C or higher in course to earn honors credit.

HONORS PROJECT DEADLINES

1. Contract form for **proposed** project should be in Honors Coordinator’s Office by the end of midterm week. All required signatures must be in place (including Department Chair).
2. Project must be completed by deadline set by instructor.
3. Contract form verifying **completed** project should be turned in to Honors Coordinator’s office by the end of the semester. Instructors can send forms in once they have completed final grades. All required signatures must be in place (including Department Chair unless semester sign-off was done at midterm).

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