Contents

What is an HCP? . . . . . . . . . . . . . . . . . . 2
Deadlines . . . . . . . . . . . . . . . . . . . . . 2
Eligibility . . . . . . . . . . . . . . . . . . . . . 2
Why do an HCP? . . . . . . . . . . . . . . . . . . 2
Required Steps . . . . . . . . . . . . . . . . . . . 3
Resources for Help with the HCP . . . . . . . . . . . 4
Listing of Honors Academic Liaisons by Department . . . . . . 5

Forms

HCP Application . . . . . . . . . . . . . . . . . . 6
HCP Certification . . . . . . . . . . . . . . . . . . 9
Directions for Preparing A Cover Page . . . . . . . . . . . 11
What is an HCP?
The Honors Contract Project (HCP) offers individual students the opportunity to design and carry out a substantial research project, preferably in an upper-level course within a discipline, with the support of a faculty member who is an expert in the field. A completed HCP results in a final product, such as a paper, a portfolio, an original artwork, a computer program, a video recording of a performance, etc. The HCP usually involves writing a typed paper, minimum of 2,500 words (i.e., approx. 10 pages), using Times New Roman, 12-point font, with documentation appropriate to the discipline, or preparing a visual or performance project with a 2-page written summary of the project’s learning outcomes. A successful HCP is characterized by:

- Research that clearly articulates and addresses an interesting, manageable disciplinary or theoretical problem. A successful HCP responds to a problem in an area of on-going, active research.
- Research that engages more deeply with the relevant scholarly or professional literature, or with a wider range of texts.
- A level of involvement or fieldwork that goes beyond normal course assignments; typical examples include field research, interviews, a service component, or laboratory research.
- Research that demonstrates mastery of methodology, vocabulary, or theory within the discipline, and/or more extensive or challenging readings, research, or writing projects than are ordinarily included in university courses in that discipline at that level.
- Uses the citation system appropriate to the discipline.

Deadline Dates – Fall 2013

- For filing an application – Tuesday, October 15
- For submitting the completed project – Friday, December 13

Eligibility

- Must have received a grade of “B” or higher in ENG 12 and/or ENG 24, AND
- Must have completed 12 or more credits at KCC and earned the following cumulative GPA in order to do one or more contracts during the semester:
  
<table>
<thead>
<tr>
<th>Number of Contracts</th>
<th>Required GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3.30 or higher</td>
</tr>
<tr>
<td>2</td>
<td>3.50 or higher</td>
</tr>
<tr>
<td>3</td>
<td>3.70 or higher</td>
</tr>
</tbody>
</table>

Why do an HCP?

- Upon successful completion of the project, deemed as meeting Honors standards of excellence by earning a grade of B+ or higher as judged by the HCP professor and the department Honors Academic Liaison (HAL), and approved by the Honors Contract Advisory Subcommittee, an Honors notation for the course will be added to the transcript.
- Students who complete an HCP with a grade of “A” or higher will be invited to make a presentation about their HCP at the Kingsborough Honors Symposium which generally
occurs each term. Students who have transferred or graduated will also be invited to participate.

- All HCPs that are non-fiction in nature will be reviewed by the editor of the Honors Journal *Distinctions* for possible publication.
- Students who have their work published in *Distinctions* will be offered the opportunity to attend the Northeast Regional Honors Council (NCHC) conference, usually held at the end of March, to present their paper at a panel, round table or poster session.
- Students who wish to have additional public speaking opportunities may apply to attend the Queensborough Community College Honors Symposium Conference that takes place in May, or the CUNY Pipeline Conference held in February. Interested students should contact the Honors Program director for details.

**Required Steps**

1) **Secure an HCP faculty mentor**: Students must approach a current course instructor to serve as an HCP faculty mentor and receive approval to conduct an HCP in that class. Use the Request for Permission to Conduct an Honors Contract Project form (pg. 5).

2) **Develop an HCP research topic**: Students must work with the faculty mentor to identify an interesting, tractable question in an area of active research.

3) **Meet with a Writing Fellow prior to submitting the HCP Application form** (pp. 6-8): Fellows are CUNY graduate students working on their dissertations who are assigned to work at Kingsborough for a year. One of their jobs is to help honors students organize their thoughts, focus their research questions, and write the HCP paper. Fellows can be found in the Honors House on days to be announced, or in room L219 in the library, Monday-Thursday, 10:20-3:00 p.m. They can also be reached by e-mail at KCCAssignmentLab@gmail.com.

4) **Register the HCP**: When the project is clearly outlined, students must file the HCP Application in the Honors House in M377 by the deadline date specified, with all required signatures.

5) **Meet with Your Faculty Mentor**: Students need to meet on a regular basis with their faculty mentor, in person, by phone, email or on Blackboard. A minimum of three meetings is required.

6) **Visit a Writing Fellow**: Students may visit a Writing Fellow as often as they wish, but they are required to see one of the Fellows prior to submitting the final HCP.

7) **Prepare a Cover Sheet**: Every HCP must be submitted with a cover sheet (pg. 11), that contains a one-paragraph abstract that succinctly describes the main focus of the HCP, the type of research conducted, and the major conclusions or findings.

8) **Final HCP Submission**: Upon completion of the HCP, students must submit their completed work on the Honors Contract Blackboard platform and file a paper copy in the Honors House. Upon receipt, the Honors House staff will notify their faculty mentor and HAL that the work was submitted and must be reviewed. If they find the HCP is satisfactorily completed, then the Honors Program director will arrange for Honors credit to be awarded for the course.

9) **Extension Request**: Students unable to meet the deadline for the final submission of the HCP may request an Extension form at the Honors House. If the faculty mentor and
department Honors Academic Liaison give approval for the extension, the form must be filed at the Honors House no later than the last day of classes.

10) Cancellation of an HCP Registration: Students who find they cannot complete an HCP are required to notify the Honors House staff as soon as possible by calling 718-368-5365, visiting M377, or emailing the Honors secretary, Tzila Waksman, at Twaksman@kbcc.cuny.edu.

NOTE: The department in which the HCP is being conducted may have additional requirements (e.g. additional meetings with faculty or Writing Fellows, requirements governing the use of empirical research or fieldwork, requirements governing the use of citations). Students are responsible for knowing the requirements of the department and ensuring that these requirements are met.

Resources for Help with the HCP

- An HCP requires students to use proper citations. For help with formatting citations, students are encouraged to use RefWorks, an on-line citation and bibliographic tool made available by the Kingsborough Community College Library (at http://www.kbcc.cuny.edu/kcclibrary/Pages/AtoZdatabases.aspx). NOTE: Plagiarism is the act of presenting another person’s ideas, research or writings as your own and it is unacceptable in any Honors Contract. Students who submit an HCP are held to the highest standards of academic research, therefore, they must make all effort to avoid plagiarism; those who do not will be penalized according to the laws found in the Kingsborough Code of Integrity. For more information about what counts as plagiarism, students are encouraged to consult the Academic Integrity Policy, which can be found in the Kingsborough Student Handbook (http://www.kbcc.cuny.edu/hb/Documents/handbook.pdf)

- Students who submit an HCP Application form in the Honors House will be given access to the Honors Contract Blackboard platform where they can share drafts of their paper with their faculty mentor, and Writing Fellow if desired.

- In addition to working with their faculty mentor, students are encouraged to discuss their projects and seek feedback from their department’s Honors Academic Liaison.

- Several HCP Workshops will be conducted during the semester: 1) at the start of each term for students considering an HCP, and 2) several weeks into the semester for students who have filed an HCP. Please contact the Honors House staff for the date of the workshop (Room: M377 Phone: 718-368-5365.)

- Samples of outstanding HCPs will be made available by the academic department in which the HCP is being conducted. Additional HCPs may also be viewed in the Honors House, Monday through Friday from 9:00 a.m. to 5:00 p.m., in the Honors Journal Distinctions.

- All students are expected to submit their work via blackboard unless they are doing creative works that do not lend themselves well to the Blackboard format. Contact Helen-Margaret Nasser in the Honors House for directions.
### Listing of Honors Academic Liaisons by Department

<table>
<thead>
<tr>
<th>Department</th>
<th>Room</th>
<th>Ext</th>
<th>Liaison</th>
<th>Office</th>
<th>Ext</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art</td>
<td>S155</td>
<td>x5718</td>
<td>Valerie Sokolova</td>
<td>S261</td>
<td>x5906</td>
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<tr>
<td>Behavioral Sciences and Human Services</td>
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<td>x5630</td>
<td>Beth King</td>
<td>D303</td>
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<tr>
<td>Biological Sciences</td>
<td>S244</td>
<td>x5502</td>
<td>Sherrye Glaser</td>
<td>S222</td>
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<tr>
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<td>M331</td>
<td>x5515</td>
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<tr>
<td>Communications and Performing Arts</td>
<td>E309</td>
<td>x5591</td>
<td>Marvin Williams</td>
<td>E305</td>
<td>x5519</td>
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<tr>
<td>Computer Science</td>
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<td>x5931</td>
<td>Eileen Lichtenhal</td>
<td>F108</td>
<td>x5478</td>
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<tr>
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<td>Jane Weiss</td>
<td>C116</td>
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<td>x5403</td>
<td>Joachim Oppenheim</td>
<td>E301</td>
<td>x5286</td>
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<tr>
<td>Health, Physical Education and Recreation</td>
<td>G201</td>
<td>x5696</td>
<td>Nicholas Skirka</td>
<td>E115</td>
<td>x5290</td>
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<tr>
<td>History, Philosophy and Political Sciences</td>
<td>D309a</td>
<td>x5417</td>
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<td>M309</td>
<td>x4822</td>
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<tr>
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<td>x5431</td>
<td>Elie Feder</td>
<td>F326</td>
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<tr>
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<td>x5522</td>
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<td>M417</td>
<td>x4982</td>
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<tr>
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<td>S243a</td>
<td>x5746</td>
<td>Patrick Lloyd</td>
<td>S316</td>
<td>x5774</td>
</tr>
<tr>
<td>Tourism and Hospitality</td>
<td>V226</td>
<td>x5143</td>
<td>Anthony Borgese</td>
<td>V226</td>
<td>x5201</td>
</tr>
</tbody>
</table>

The above professors can be reached by email: First name.Last@kingsborough.edu

DOC:HonorsContract.F13.7.23.13
Kingsborough Community College
Honors Program

HONORS CONTRACT PROJECT (HCP) APPLICATION

Directions: The student must work with a faculty mentor to complete all parts of this form, secure the required signatures, and file this application in the Honors House - M377, by the deadline date specified for the semester. NOTE: A copy of this form will be filed with the CUNY Writing Fellows so that they can better assist you with your project.

Professor Information: By signing below, the professor agrees to supervise an Honors Contract Project (HCP) with the undersigned student if the student is found by the Honors office to be eligible to conduct an HCP. The professor agrees to meet with the student to discuss the HCP at least three times during the semester.

Name: First: _______________________________ Last: ______________________________
Course: ___________________________________ Section: ____________________________
Term: ____________________________________ Date: _______________________________
Preferred Email Address: _________________________________________________________
Office: Room # ____________________________ KCC Phone: _________________________
Signature:________________________________________________ Date: ________________

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Student Information: By signing below, the student confirms that he/she has the required GPA to register to do one or more contracts and received a grade of B or higher in ENG 12 or ENG 24. The student recognizes that the HCP must be done in addition to regular course requirements and that he/she must earn a grade of B+ or higher on both the HCP and as the final course grade in order to receive an Honors notation for the course on his/her transcript. He/she also agrees to do the project in accordance with Honors standards and CUNY’s policy of academic integrity.

Name: First _______________________________ Last ________________________________
Preferred Email Address: _________________________________________________________
Preferred Phone: ________________________________________________________________
Signature:________________________________________________ Date: ________________
Description of Project
This section must contain: 1) a clear statement of the research question being asked, and 2) an annotated bibliography – a list of four sources you plan to cite in your final HCP, with a brief summary of the main ideas or arguments in the source.

Research Question:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Source #1
Author: ________________________________________________________________
Title: ________________________________________________________________
Summary of Main Ideas or Arguments: ______________________________________
______________________________________________________________________________
______________________________________________________________________________

Source #2
Author: ________________________________________________________________
Title: ________________________________________________________________
Summary of Main Ideas or Arguments: ______________________________________
______________________________________________________________________________
______________________________________________________________________________

Source #3
Author: ________________________________________________________________
Title: ________________________________________________________________
Summary of Main Ideas or Arguments: ______________________________________
______________________________________________________________________________
______________________________________________________________________________

Source #4
Author: ________________________________________________________________
Title: ________________________________________________________________
Summary of Main Ideas or Arguments: ______________________________________
______________________________________________________________________________
______________________________________________________________________________
Schedule of Required Student/Faculty Conferences

The student is required to meet a minimum of three times throughout the term with his/her HCP instructor. Please indicate tentative dates below. The exact number of sessions and length of each session is at the instructor’s discretion.

Dates:__________________  ______________________  ________________

Approval Granted

Instructor Signature:________________________________________ Date: ________________

Email Address: ___________________________________________ Phone: _______________

CUNY Writing Fellow Assistance

The student must meet at least twice with a Writing Fellow to review the student’s written work - once before the submission of the HCP Application, and once before the submission of the completed HCP. Several visits are recommended to ensure that the paper is written in accordance with the standards of academic excellence within the discipline. Additional meetings with Writing Fellows may be required by the department.

Tentative Date(s)/Person________________________________________________________

Writing Fellow Signature: _______________________________ Date: _________________
Kingsborough Community College  
Honors Program  

HONORS CONTRACT PROJECT CERTIFICATION  

Directions: Submit the completed HCP on the Honors Blackboard website and notify the Honors House staff that the paper was posted; also submit a hard copy in the Honors House. Students who have permission to submit a “paper copy” or portfolio, etc. must turn in the completed HCP, along with a cover sheet and this form, to the Honors House by the deadline date. An abstract must accompany all submissions.

~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Student Confirmation of Assistance with Writing: Student must indicate who helped him or her with the writing or revision of any written work (please print).

CUNY Writing Fellows

Name_________________________________________ Email/Phone____________________

Name_________________________________________ Email/Phone____________________

KCC Faculty or Staff

Name_________________________________________ Email/Phone____________________

Name_________________________________________ Email/Phone____________________

Other

Name_________________________________________ Email/Phone____________________

Name_________________________________________ Email/Phone____________________

~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Student Submission of Completed Contract: Student must file the contract on Blackboard unless other arrangements have made with the Honors House, and submit a paper copy.

Student Signature ____________________________

Date Contract was Posted on BlackBoard ___________________________

Date Contract was Filed in the Honors House ___________________________
Required Signatures (to be secured by the Honors office): The signatures below indicate that the above project was completed in accordance with the Honors standards established at Kingsborough Community College, does not contain plagiarism, and reflects the Honors criteria set by the National Collegiate Honors Council. If any individual listed below does not feel that the contract met these standards, please explain in the space below and indicate what the student must do for the project to be re-evaluated:

Instructor Signature:______________________________________ Date: ________________
Email Address:___________________________________________ Phone: ________________________
Final Course Grade: ______________________________ Contract Grade: __________________

Honors Academic Liaison Signature: _________________________ Date: ________________
Email Address:___________________________________________ Phone: ________________________

If Required By Department

Writing Fellow or Appropriate Other Signature: _________________ Date: ________________
Email Address:___________________________________________ Phone: ________________________

If the contract is not approved, explain why and what, if anything, can be done by the student for it to gain approval:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
Kingsborough Community College
Honors Program

DIRECTIONS FOR PREPARING A COVER PAGE

Students must submit their project with a Cover Sheet that includes all of the information listed below. Projects that do not include this sheet will not be accepted.

Title

Abstract

(A short paragraph that succinctly describes the main focus of the HCP, the type of research conducted, and major findings)

An Honors Contract Project

Course # and Section

Course Title

Instructor

Semester and Year

Kingsborough Community College

Submitted in Partial Fulfillment

of the Honors Contract Agreement

for

Student’s First and Last Name