An 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.

The HCP will be done in addition to regular course requirements. Students must earn a grade of B+ or higher on both the HCP and the final course grade in order to receive an Honors notation on their transcript for the course.

Student Information (please print)

CUNY First ID: ____________________________ Date of Birth: ____________________________

Name: First _______________________________ Last _________________________________

Preferred Email Address: ________________________________

Phone: Home_____________________________ Cell _________________________________

Faculty Mentor Information (please print)

Name: First _______________________________ Last _________________________________

Course: ________________________________ Section: ________________________________

Term: ________________________________ Date: ________________________________

Preferred Email Address: ________________________________

Office: Room# ______________________________ Extension: ________________________________

Faculty Signature: ________________________________
**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. If this format does not work well with your project (i.e., art, math, computer science, science), attach a sheet that contains appropriate listings of sources that serve as the foundation of thinking about your project.

**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: ______________________________________

________________________________________________________________________
Suggested Schedule of MEETINGS with Faculty Mentor (Highly Encouraged)

It is strongly encouraged that the student meet a minimum of three times throughout the term with his/her HCP instructor. Indicate tentative dates below. The exact number of sessions and length of each session is at the instructor’s discretion.

Tentative Dates: ____________      _____________    ______________

REQUIRED MEETING with a CUNY Writing Fellow

The student must meet at least twice with a Writing Fellow - once before the submission of the HCP Application to go over your research question, and once before the submission of the completed HCP. Additional visits are recommended to ensure that the paper is written in accordance with the standards of academic excellence within the discipline.

CUNY Writing Fellow (please print)

Name: First: __________________ Last: ______________________

Signature: ________________________________    Date: _____________________

Follow-up appointment scheduled for:____________________