HONORS CONTRACT PROJECT APPLICATION

Website: https://www.kbcc.cuny.edu/honors/Homepage.html

STUDENT INSTRUCTIONS: Submit an application form (pages 1-4) to your professor only.

FACULTY INSTRUCTIONS: Submit project commencing verification form (page 1) by the 2nd or 3rd week in the beginning of each semester, and then a grade form listed on (page 4/5), to Honors Office via email on the day you submit your final grades, or you can also use the “Faculty Grade,” form listed on our honors website.

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 research paper, a portfolio, an original artwork, a computer program, a video recording of a performance, etc.

The HCP involves writing a type paper (approx. 10 pages, 2,5000 words) using Times New Roman, 12-point font, with documentation appropriate to the discipline. Some disciplines may not be suited for a research project, in which case a visual or performance equivalent project accompanied with a written summary of the project’s learning outcomes may be accepted. 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 to receive an Honors Notation on their final transcript.

STUDENT: Please email the honors office (honors@kbcc.cuny.edu), by no later than the second or third week of classes, and tell us the full name of the professor, their email address, and course title that you are completing an honors contract with this semester.

HONORS CONTRACT PROJECT COMMENCING SIGN-OFF SHEET

Student Information (please print)

Last Name__________________________ First Name_____________________

EMPLI-ID________________________ GPA________________________

Email__________________________ Phone________________________

Faculty Mentor Information (please print)

Last Name__________________________ First Name_____________________

Faculty EMPLI-ID________________________

Course_________________Section________________ Class Number________________

Department________________________ Email________________________

Office/Room Number__________________ Extension________________________

Signature________________________ Date________________________

Instructor, please sign and submit this form to the Honor Office (scan and email) to honors@kbcc.cuny.edu, after you have agreed to work with your student on an Honors Contract. DEADLINE FOR THIS FORM: By no later than the 2nd or 3rd week of classes each term.
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 projects (i.e., art, math, computer science, science, etc.), attach a sheet that contains appropriate listings of the sources that serve as the foundation of thinking about your project.

Research Question:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Source #4

Author: ____________________________________________________________

Title: ____________________________________________________________

Summary of Main Ideas or Arguments:

_________________________________________________________________

_________________________________________________________________

Conclusion: ________________________________________________________
FACULTY—PLEASE SUBMIT THIS FORM TO HONORS PROGRAM
SCAN AND EMAIL TO (honors@kbcc.cuny.edu)

HONORS CONTRACT PROJECT FINAL SIGN-OFF SHEET

The signature below indicate that the Honors Contract Project is approved in its final form and was completed in accordance with the Honors standards established at Kingsborough Community College, does not contain plagiarism, abides with CUNY Academic Integrity Policy, and reflects the Honors criteria set by the National Collegiate Honors Council.

Instructor, please sign and submit this form to the Honor Office (scan and email) to (honors@kbcc.cuny.edu), after you have given your student their final “course grade” and “HEC grade.”

DEADLINE FOR THIS FORM: On the day you submit your final grades. You can also use the “Faculty Grade” form listed at: https://www.kbcc.cuny.edu/honors/Homepage.html

STUDENT: You fill in the student section ONLY.

Last Name__________________________________________ First Name__________________________________________________

CUNY EMPLI-ID____________________________________ GPA __________________________________

Course Name________________________________________ Course Number_____________ Course Section___________

Signature__________________________________________ Date__________________________

INSTRUCTOR: Certifying Completion of the Contract: Please sign this form and returns it to the Honors’ Office (M-377), or use the “Faculty Grade” form listed at: https://www.kbcc.cuny.edu/honors/Homepage.html

We will be moving towards a “dynamic forms” platform soon.

Course Name________________________________________ Catalog Course Number____________________

Section_____________________________ Class Number____________________________

Contract Grade_____________________________ Course Grade____________________________

Professor____________________________________

Signature____________________________________ Date__________________________
Please email this form to: (Honors@kbcc.cuny.edu)

We will be moving towards a “dynamic forms” platform soon.

Semester & Year: ______________________________
Department: __________________________________
Today’s Date: ________________________________

STUDENTS CAN ONLY EARN HONORS CREDIT FOR EITHER AN HEC OR HONORS CONTRACT PER CLASS, NOT BOTH IN THE SAME CLASS

<table>
<thead>
<tr>
<th>INSTRUCTOR’S Name Last, First &amp; EMPL ID</th>
<th>COURSE-SEC/CODE/Class</th>
<th>STUDENT’S FIRST NAME</th>
<th>STUDENT’S LAST NAME</th>
<th>STUDENT’S EMPL ID</th>
<th>COURSE GRADE</th>
<th>HEC GRADE</th>
<th>HONORS CONTRACT GRADE</th>
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<td>ANT 3700 – 04 (9168)</td>
<td>Frida</td>
<td>Kahlo</td>
<td>23148301</td>
<td>A</td>
<td>B+</td>
<td>NA</td>
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