

# Honors Contract

**Deadline Dates:** Please submit all forms to Honors Office in room (M377) or scan/email to [honors@kbcc.cuny.edu](mailto:honors@kbcc.cuny.edu)

**STUDENT INSTRUCTIONS:** Submit an application form (pages 1-3) no later than the second week of the new semester.

**FACULTY INSTRUCTIONS:** Submit project completion verification form (page 4) as soon as you post your grades.

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 in order to receive an Honors Notation on their final transcript.

## STUDENT INSTRUCTIONS: Student Information (please print)

Name \_\_\_\_\_

CUNY EMPLI-ID \_\_\_\_\_ GPA \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

## Faculty Mentor Information (please print)

Name \_\_\_\_\_

Course \_\_\_\_\_ Section \_\_\_\_\_ Class Number \_\_\_\_\_

Department \_\_\_\_\_ Email \_\_\_\_\_

Office/Room Number \_\_\_\_\_ Extension \_\_\_\_\_

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. 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:**

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**Source #1**

Author: \_\_\_\_\_

Title: \_\_\_\_\_

Summary of Main Ideas or Arguments: \_\_\_\_\_

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Conclusion: \_\_\_\_\_

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**Source #2**

Author: \_\_\_\_\_

Title: \_\_\_\_\_

Summary of Main Ideas or Arguments: \_\_\_\_\_

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Conclusion: \_\_\_\_\_

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**Source #3**

Author: \_\_\_\_\_

Title: \_\_\_\_\_

Summary of Main Ideas or Arguments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Conclusion: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Source #4**

Author: \_\_\_\_\_

Title: \_\_\_\_\_

Summary of Main Ideas or Arguments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Conclusion: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FACULTY INSTRUCTIONS: 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.

**REQUIRED MEETINGS: With a CUNY Writing Fellow (Recommended, but not required)**

The student must meet at least **twice** with a Writing Fellow before submission of the completed HCP. Additional visits are recommended.

**1. CUNY Writing Fellow** (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Follow-up appointment schedule for \_\_\_\_\_

**2. CUNY Writing Fellow** (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**STUDENT:**

Name \_\_\_\_\_

Course \_\_\_\_\_ Section \_\_\_\_\_ Course Number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**INSTRUCTOR: Certifying Completion of the Contract:**

Contract Grade \_\_\_\_\_ Course Grade \_\_\_\_\_

Professor \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

To avoid delays in grading, as soon as you post your final grades, please submit this form to Honors Office in room (M377), or scan and email to [honors@kbcc.cuny.edu](mailto:honors@kbcc.cuny.edu)