

## 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 2<sup>nd</sup> or 3<sup>rd</sup> week in the beginning of each semester, and then a grade form listed on (page 4/or 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

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](mailto: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.

website.

### **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](mailto: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 2<sup>nd</sup> or 3<sup>rd</sup> week of classes each term.



**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:

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Conclusion:

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**Source #4**

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

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

Summary of Main Ideas or Arguments:

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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](mailto: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 \_\_\_\_\_

