

HONORS CONTRACT- CCHTP

<p>HONORS TRANSFER PROGRAM</p>  <p>CANADA COLLEGE <i>From here you can go anywhere</i></p>		<p>Patty Hall, CCHTP Coordinator Building 13 Room 120 650-306-3115 hallp@smccd.edu</p>
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This document is to be used to apply for an Honors Contract in courses that are not regularly included in the schedule of classes. You must submit Page One and Two of the Honors Contract before the middle of the semester, and Page Three at the completion of your Contract. Along with Page Three, all student musts attach a copy of their research paper, a digital image of their poster or a link to a performance that is evidence of completion.

If you are attaching this Contract to an Independent Study 695 you must also complete Cañada 695 forms. In this case you must submit a copy of Page One and Two of the Honors Contract AND the Independent Study 695 at the beginning of the semester and then Page Three of the Honors Contract at the completion of your Contract. Along with Page Three, all student musts attach a copy of their research paper, a digital image of their poster or a link to a performance that is evidence of completion.

Step #1: Proposal - to be completed by student at the beginning of the semester:

Name:	G number:
EMAIL my.smccd.edu:	Phone:
# of college units completed:	# of honors units completed:
Semester:	
Course Name:	CRN:
Contract Proposal: (attach more pages if necessary)	

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Honor Contract Guidelines: All Honors Contracts must be scholarly endeavors over and above the normally expected curriculum at the lower division, and it must be clearly described in the application. Examples of "What Makes It Honors":

- ✓ Topics that are more advanced than regular, lower division course work,
- ✓ Research beyond normal course assignment,
- ✓ Extensive reliance on primary source documents,
- ✓ Critical thinking and extended analysis not required in regular course work,
- ✓ Creative Contract beyond regular requirements of the course.

Honors Contract Requirements:

- ✓ Instructor in consultation with student determines Contract design and timeline for completion.
- ✓ Research papers must be typed and a minimum of 10 pages, free of typographical, spelling, grammar and style errors. Cover page must be attached indicating it is an honors Contract. If appropriate, a Power Point style presentation may also be completed.
- ✓ For Contracts in the fine and creative arts, Contracts must be at a level higher than typical lower division work and must be presented in a professional format.
- ✓ Instructor must arrange to meet with student throughout the term to check on progress, work out details, etc. Four or five meetings are suggested.
- ✓ Student must earn a C or higher in course to earn honors credit.

☐ I have read and understand the Honors Contract Guidelines and Contract Requirements and agree to the terms of this contract.

Student Signature:	Date:
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Step #2: Agreement - to be completed by the faculty member to be completed at the beginning of the semester:

Faculty – Description of how this Contract goes beyond standard course requirements: (e.g., research paper, laboratory work, readings, portfolio, etc. attach more pages if necessary)

☐ I have read and understand the Honors Contract Guidelines and Contract Requirements listed above and agree to the terms of this contract.

Faculty Signature:	Date:
Faculty Printed Name	EMAIL:

Discipline Coordinator Approval (if necessary):

Signature:	Date:
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Definitions: Honors Contract - These courses provide honors credit to the student who is currently enrolled in a class with the selected faculty member; the contract is individually negotiated between the faculty member and the student. Contracts must be approved by the full time, discipline coordinator. The program will not rely heavily on this type of honors course; rather they should be as an opportunity for students to complete their honors requirements in a timely fashion. 6 units of Contract may be used toward UCLA TAP certification, graduation or transfer as an Honors Transfer Program Graduate. Contracts in 695 Independent Study may not be used for UCLA TAP certification, however they do count toward CCHTP graduation and completion.

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Honors Contract Deadlines:

BY MID TERM

- ✓ Honors Contract pages one and two due in Honors Coordinator's Office by the end of midterm week.
All required signatures must be in place (including Discipline Coordinator).
- ✓ When attaching an Independent Study 695 to an Honors Contract the paperwork for the 695 must be submitted along with the Honors Contract.

BY THE END OF THE SEMESTER

- ✓ Contract must be completed by deadline set by instructor – no later than the end of finals.
- ✓ Honors Contract page three due in Honors Coordinator's office by the end of finals.
Instructors can send forms in once they have completed final grades.
All required signatures must be in place
- ✓ A copy of the research paper, a digital image of my poster or a link to a performance must be submitted at the completion of the Contract.

Step #3. Recognition of Completion of Contract - to be completed by student & faculty member at the completion of Contract- prior to the end of the semester:

<input type="checkbox"/> I have completed my Honors Contract and submitted all documentation to my instructor.	
<input type="checkbox"/> I have attached a copy of my research paper, a digital image of my poster or a link to a performance to this form.	
Student Signature:	Date:
<input type="checkbox"/> I certify the above-named student has satisfactorily completed the Honors Contract according to the standards of the Honors Program listed above.	
Faculty Signature:	Date:
Faculty Printed Name	

Honors Program Coordinator Approval and Submittal to A&R:

Signature:	Date:
Notes:	