

**Honors Project Contract**

**Due September 19 @ 4pm**

*Note: The Honors Council will review only complete and correctly filled-out contract proposals*

**Honors Student and Faculty Mentor Information**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Lone Star e-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s preferred e-mail;\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Mentor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Mentor Lone Star e-Mail:

**Course Information**

Course Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Prefix (BIOL, PSYC, ARTS….): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Proposed Project**

**(To be completed by the honors student)**

\*Students and their honors faculty mentor should review the Appendix I: Student Guide to Honors Contracts provided at the end of this document prior to drafting their contract proposal.

1. Working title of project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Provide an attached, 200 word minimum project summary of your research project, what key questions will be addressed, and how you intend to go about answering these questions through your research. Provide enough detail so that the Honors Council members have a clear sense of what your project involves. ***This summary should developed in close consultation with your faculty mentor. It should be grammatically correct, written in complete sentences, and closely parallel the project summary submitted by your faculty mentor.***

1. Provide an attached, **annotated bibliography** of at least five sources that you will use to begin your project. Students should use standard citation APA or MLA format. A useful reference guide is “How to Prepare an Annotated Bibliography” provided by the Cornell University Library website at <http://olinuris.library.cornell.edu/ref/research/skill28.htm>

4. Describe what you and your mentor have determined will be the final product representing your work (i.e., a paper, a piece of art work, a model, etc.).

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5. All Honors Contract Projects approved for Spring ’14 are due no later than Monday, April 21. A presentation of your project on Honors Day is required. Honors project abstracts are due April 7. Honors Day for Spring 14 will be held Friday afternoon, April 25, from 1-4pm. ***All honors students must commit to attending Honors Day presentations and presenting their honors project in order to receive honors academic course credit.*** Contact the Honors Director for more details.

**Honors Project Contract Agreement**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby submit this contract proposal and understand that the following conditions must be met in order to receive the honors course credit from The Honors College at LSC-Montgomery:

**I. ATTEND MANDATORY HONORS STUDENT ORIENTATION**

1. I must attend one of the three mandatory honors student orientation sessions listed in the honors calendar.

**II. CLASS-SPECIFIC RESPONSIBILITIES:**

1. I must complete all assignments as detailed in the course syllabus for all students in the class.
2. I must participate in class discussions and attend class in a responsible way so that I am a role model for my classmates.
3. I must maintain a B average in my regularly scheduled class.

**III. HONORS PROJECT:**

1. I must complete a **critically-minded honors project** – consistent in type and quality with the discipline and subject matter of the course in question – under the supervision of the honors mentor. To complete this project, I must meet with my mentor a minimum of six times. The parameters of the project should include, but not be limited to, the following:
* Demonstration of sufficient **analytical methodology and/or inquiry**.
* Integration of appropriate **discipline-specific research** methods.
* Proper utilization of **primary source**s and ample integration of **secondary sources** to support central focus or governing inquiry.
1. Using the aforementioned guidelines, I must work with the honors mentor to compose an appropriate **project proposal**. The proposal will be reviewed by the **campus Honors Council** and either approved, approved with clarification, sent back for resubmission per instructions provided by the council, or rejected. The proposal should include as many specifics as possible to better educate the Council as to the nature of the proposal. Other details to consider include:
* The topic being studied and/or investigated (including a list or range of possible subjects if specific topics are being considered);
* The types of sources that might be used (or titles of specific sources, if known);
* The methods of research being implemented or forms of analysis being utilized to reach the desired goal;
* Estimate of project length, scope, and number of required texts (or sources).
1. In addition to meeting reasonable standards of quality, the following responsibilities may be required of me (as determined **by my mentor**):
* NIH certification (if applicable);
* IRB application (if applicable).
1. I must **compose an abstract, or short summary of my completed research,** and submit it to the Honors College by the appropriate deadline. This abstract should include a **title** and f**our statements** that attempt to explain:
* **What** the objectives of the study were;
* **How** the study was performed;
* **What** results were obtained;
* **Why** the findings are important (the significance of the results).
1. After submitting my completed honors project to my honors faculty mentor and receiving final approval, I must submit two copies of my honors project - one to my mentor, a second copy to the honors director - by the semester deadline in the Honors Calendar.

**IV. HONORS DAY:**

1. I must prepare **an oral/visual presentation of my honors project** to perform on **Honors Day**. The following parameters will be observed when planning my presentation:
* 10 minute run-time (with 5-minute Q&A);
* Works Cited/References;
* Necessary visual aids, PowerPoint presentations, and/or other materials, as needed;
* Rehearsal advice from honors mentor (see below).
1. I must **rehearse my honors presentation** with the honors mentor in appropriate advance of Honors Day, so that I might make amendments to my presentation as directed. I understand that if I do not rehearse my presentation in accordance with this policy, I may forfeit the honors contract.
2. I must **present my honors project on Honors Day**.

**V. HONORS FACULTY MENTOR EXPECTATIONS**

* The faculty mentor will expect me to meet all deadlines set in my contract.
* The faculty mentor will expect me to be responsible for the progress and completion of the contract.
* The faculty mentor will expect me to spend an average of three (3) hours per week outside of class preparing the contracted project.
* The faculty mentor will expect me to be punctual and prepared for all appointments.
* The faculty mentor will expect me to submit all work, progress reports, and evaluations on a timely basis in accordance with the stated deadlines.
* The faculty mentor will expect me to be reasonably challenged by the project.
* The faculty mentor may expect me to think creatively and critically, to synthesize new information and to problem-solve effectively.
* The faculty mentor will expect me to seek out resource materials and information independently and to evaluate that information critically.

**VI. AGREEMENT & SIGNATURE:**

I understand that I must satisfy the aforementioned terms of the honors contract for Honors College credit to be awarded. I further understand that I must maintain a B average in my regularly scheduled class and in my contract work. If I am not maintaining that average at midterm, or if I am not progressing according to the timeline established with the honors mentor, I may be dropped from the honors contract.

*Student signature*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Honors Project Contract Information**

**(To Be Completed by the Faculty Mentor)**

1. Please provide an attached summary of the honors project your student will undertake with your supervision this semester. Explain how the proposed project ties into your course outcomes, and how it exceeds the normal requirements of the course.

2. Provide a copy of the course syllabus for the course the student is submitting their proposed honors contract.

3. List the specific times and dates that you and the student have agreed to meet throughout the semester. At least six meetings are required.

4. Student Expectations for Honors Faculty Mentors

* The student can expect their honors faculty mentor to provide guidance and support through the duration of the contract.
* The student can expect to exchange ideas with the honors faculty mentor.
* The student can expect to meet with the honors faculty mentor regularly throughout the semester.
* The student can expect to be challenged by the honors faculty mentor.
* The student can expect the honors faculty mentor to modify the contract if both the mentor and the student agree that it is not realistic to complete the project in one semester.
* The student can expect the honors faculty mentor to submit all of the forms and verifications required of the mentor.
* The student can expect the honors faculty mentor to be available to discuss important decisions.

*Faculty Mentor signature*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Date*: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**