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**Spring 2016 Honors Contract**

**Due no later than Thursday, February 11 at noon.**

*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 (if different from Lone Star e-mail):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Faculty Mentor Lone Star e-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Mentor’s preferred e-mail (if different from Lone Star email):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Course Information**

Course Name: (Chemistry II, Child Psychology III, et cetera)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Prefix and Number (BIOL 1409, HIST 1301, et cetera): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Semester/Year Course Taken:

Fall 2014 \_\_\_\_\_\_\_\_\_\_\_ Spring 2015 \_\_\_\_\_\_\_\_\_\_\_\_ Fall 2015\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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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 be 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, **proposed bibliography** of at least five sources that you will use to begin your project. Students should use the citation form and style required by the faculty mentor. Typically, this will be APA, MLA or Chicago style. A useful reference guide is available here - http://bcs.bedfordstmartins.com/resdoc5e/

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.).

5. All Honors Contract Projects approved for Spring 2016 are due no later than **Thursday, February 11th, 2016**. A presentation of your project at the Honors Day Conference is required. Honors project abstracts are due **Friday,** **April 22nd at noon**. The Honors Day Conference for Spring 2016 will be **Friday, May 6th**. ***All honors contract students must commit to attending Honors Day Conference presentations, and presenting the results of their research.*** Contact the Honors College office for more details.

**Honors Contract Agreement**

**I. INTRODUCTION:**

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-Tomball:

**II. ATTEND MANDATORY HONORS STUDENT ORIENTATION**

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

**III. 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 at least a B average in my regularly scheduled classes.

**IV. 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.

Using the aforementioned guidelines, I must work with the honors mentor to compose an appropriate **project proposal**. This proposal will be reviewed by the **campus Honors Council** and either approved, sent back for resubmission per instructions provided by the council, or rejected. This 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 office 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 College office - by the semester deadline in the Honors Calendar.

**V. HONORS DAY CONFERENCE:**

1. I must prepare **an oral/visual presentation of my honors project** to present at the **Honors Day Conference**. The following parameters will be observed when planning my presentation:

* 10 – 15 minute presentation, plus five minutes for 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 at the Honors Day Conference**.

**VI. HONORS PROGRAM CITIZENSHIP:**

1. I will attend at least **three (3) special events** scheduled for honors students on my campus during the course of the current semester. I will consult my honors mentor and/or the Honors College office to discuss which events would be best suited for me.
2. I will attend the Honors Day Conference presentations and support my fellow honors students.
3. I will complete an evaluation of the contract, the instructor, the mentor, and the experience at the end of the contract semester.

**VII. 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 will 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.

**VIII. 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 at least a B average in my classes. 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*: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Appendix I:**

**Student Guide to Honors Contracts**

**What is an honors contract?**

An Honors Contract is an agreement between a student and a faculty member outlining the requirements for successful completion of an honors project. ***Each semester, any student wishing to earn honors credit by contract must complete and submit a proposed Honors Contract (available online at http://www.lonestar.edu/honors-tomball.htm) by the specified honors calendar deadline, typically Friday of the fifth week of the semester.*** The honors contract allows students to earn honors credit for courses that are not designated as honors classes. A unique attribute of honors contracts is that they allow students to work one-on-one with a faculty mentor. Honors contracts may be submitted across a wide range of college-level courses across academic disciplines. Honors projects should demonstrate effective communication skills and integrative scholarship, as well as critical thinking. Students earn honors credit for the course upon successful completion of the contract, presentation of their honors project at the end of the semester, and submission of an Honors Contract Completion form by the faculty mentor once the final project has been submitted and grade assigned. Honors contract applications should outline proposed honors projects in enough detail that the Honors Council can readily determine whether the project entails honors-level coursework. In addition to close consultation with the honors faculty mentor, students interested in earning honors credit through honors contracts can obtain additional information and assistance from the Honors College office.

**Can I complete an honors contract for a course I have already taken?**

The Honors Council recognizes that students enrolled in beginning courses may not have the necessary skills to do an honors project. Once the class is completed and the Honors Student has mastered the skills during the class, it may be more beneficial for the student to do an honors contract. Contracts therefore may be submitted for courses already taken. These contracts are referred to as retroactive. Retroactive honors contracts are submitted to the Honors Council for approval in the same way and with the same submission deadlines as other honors contracts. Retroactive contracts are limited to courses taken in the previous academic year and the student must have earned a grade of B or better in the class.

**What are the requirements of an honors contract?**

* Identify a faculty mentor from the official list who will work with you on an Honors Project.
* Work with your faculty mentor to complete and submit an Honors Contract application on your proposed Honors Project. ***Proposed honors projects should demonstrate effective communication skills and integrative scholarship, as well as critical thinking***.
* Meet at regularly scheduled times with your faculty mentor while working to complete your Honors Project.
* Submit the completed Honors Project to your faculty mentor, as well as a copy to the Honors College office, by the assigned semester due date (see Honors Calendar for details).
* Create and give a presentation of your Honors Project at the Honors Day Conference. This presentation can incorporate PowerPoint, a poster, video, *et cetera*. The presentation should explain the nature of the honors project for the non-specialist: what your project is about, why it is significant, and how your project has impacted your overall academic experience. ***All contract students are required to attend and present at the Honors Day Conference in order to receive honors credit.***

**Developing a Successful Honors Project**

The particular focus of the Honors Project depends on the student’s interest. The Honors Project provides the opportunity for a creative integration of learning and interest, the result of which will be an endeavor unique to each student. The Honors Project allows students to learn more about their chosen field of study, research, scholarship and interests. It also gives students the opportunity to plan and execute a project that is primarily self-directed with guidance and mentoring from the faculty member with whom the student is working.

Each student is responsible for choosing his or her own Honors Project. The project should further your educational goals and relate to your career plans. You might choose a specific topic area within your major or relative to your major that you wish to explore more in depth. Some questions you might ask yourself in preparation for deciding on an Honors Project and an instructor with whom to work with are:

What am I most interested in?

What questions do I have about the topic?

Do I know or can I find a professor who is willing and able to help me with this project?

Do I have and am I willing to dedicate the time necessary to be successful?

Done well, an Honors Project can enrich a student’s academic experience by adding a dimension to any program of study that non-honors students do not have. Such a project can also serve to enhance applications to undergraduate, graduate or professional schools and by showing future employers an ability to design and execute a project.

**What happens after I submit a mentor approved honors contract?**

All contracts MUST be submitted to the Honors Council for approval. The Honors Council meets to discuss the contracts during the week following the submission deadline for contracts. You will be notified of the Honors Council decision by email within three weekdays of the meeting. There are four possible responses from the committee.

*Approved* – Your honors contract application has been accepted by the Honors Council and you can move forward with your Honors Project.

*Approved with clarification* – Your honors contract application has been accepted by the Honors Council pending clarification of parts identified by the Honors Council during contract review.

*Resubmit* – Your honors contract application has merit, but requires significant revision and resubmission within an allotted time frame for reconsideration by the Honors Council. You will receive specific instructions on why your contract must be rewritten and what to include in the new contract.

*Rejected* – The Honors Project put forward in your honors contract application was not considered appropriate by the Honors Council.

**What should I do if I am unable to complete my honors contract?**

Should circumstances keep you from fulfilling the requirements of your honors contract, we suggest you speak with your mentor and the Honors College Director. If there is no alternative but to withdraw from your Honors Contract, you must first advise your mentor, then contact the Honors College Director. You may withdraw from the Honors Contract and still complete the course. You will not receive honors credit for the course. Withdrawing from an honors contract is your responsibility.

**Honors Contract Checklist**

* Complete the online application for the Honors College using the online application available at [www.LoneStar.edu/HonorsCollege](http://www.LoneStar.edu/HonorsCollege). A new application must be completed each semester a student is actively participating in the Honors College.
* Review your class schedule for courses in which you would like to pursue on honors contract. You may only attempt one honors contract during your first semester. In subsequent semesters, you may elect to attempt up to three contracts per semester, pending approval by the Honors Director.
* Complete the Honors Contract form in close consultation with your faculty mentor.
* Submit the completed contract proposal to the Honors Director by the semester deadline.
* Contact the Honors Director if you have not received a response approximately one week after the honors contract submission deadline.
* Meet regularly with your faculty mentor throughout the semester as specified in the contract.
* Submit your final project to your faculty mentor, and once the final project is approved submit two copies (faculty mentor & director) by the posted deadline
* Prepare and practice your honors project presentation for the Honors Day Conference.
* Attend Honors Day Conference presentations and make your student presentation.
* In order to ensure that you receive honors credit on your transcript, make sure that your faculty mentor submits an Honors Contract Completion form to the Honors Director *by the last day of finals*. This form is e-mailed to all mentors by the Honors College office and can be downloaded from our website.

CONTRACT SIGNATURE PAGE



**SEMESTER/YEAR: \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_**

**CONTRACT MENTOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**COURSE/COURSE INSTRUCTOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
i.e. HIST1301.3005, Fall 2013, Hayward**

**STUDENT I.D.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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Student’s Signature Student’s Name (Print) Date

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Honors Mentor’s Signature Honors Mentor’s Name (Print) Date