

***To begin an Honors Project, please complete form and submit to E145.***

## HONORS CONTRACT INITIATION

### Commonwealth Honors Program, Bunker Hill Community College

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_ Semester \_\_\_\_\_ Year \_\_\_\_\_

Course Title \_\_\_\_\_ Course Number \_\_\_\_\_

Faculty Mentor \_\_\_\_\_ Department \_\_\_\_\_

Mentor Telephone \_\_\_\_\_ Mentor Email \_\_\_\_\_

Title or Description of Project \_\_\_\_\_

Project Objectives \_\_\_\_\_

Mentor's Expectations / Deadlines \_\_\_\_\_

Meeting Times for Faculty and Student (minimum of 4 meetings)

- |          |          |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

*The undersigned agree to the project terms outlined here:*

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

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

*I, the student, understand plagiarism is academic dishonesty and pledge to not plagiarize on this Honors Project. I will use reputable online and print sources, utilize these sources effectively and appropriately in my writing, and provide appropriate attribution, both in the text of my essay and in a correctly formatted Works Cited page. This will allow me to create an Honors Project that is unique and adheres to the high standards of Honors scholarly achievement. (If you are uncertain of whether you know how to properly cite sources, please refer to our guide.)*

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

#### **CHP Project Requirements:**

**Honors Projects require a minimum of 20 hours of student work.**

#### **RESEARCH PAPERS:**

- Minimum of 10 pages
- Include a level of critical thinking and analysis (not a "data dump")
- Properly researched, well-written and effectively edited for good grammar and spelling
- Research papers can also be extended versions of those assigned in the course. (For example, a 7 page assigned paper can become a 14 page honors paper.)

#### **OTHER TYPES OF PROJECTS:**

- Laboratory research, psychology research, mathematics, field study in environmental science, an art portfolio, experiential work, internship, or service learning.
- **ALL PROJECTS MUST INCLUDE WRITTEN WORK-** Written work can be a journal or log of events that include reflection about and analysis of the work done. Journals do not need to be as long as a research paper since time is spent doing work other than writing.

Contract accepted by the CHP \_\_\_\_\_ Date \_\_\_\_\_

## Faculty Mentor Instructions for Honors Contracts

### Student Qualification for Honors Projects:

Students must be members of the Honors Program. If the student is not yet a member, they must become one before beginning the project. Students can pick up an application in E145.

Students must be earning or have received a final grade of B or higher in your course. If the student is not earning/has not received a minimum grade of B, then you should not agree to mentor an Honors project. Students who have completed your course within the past year can do an Honors component with you.

### General Information:

- 1) An Honors Project does not affect the student's grade in your course. It is additional work derived from and inspired by your course material. (Please see other side of form for information about project types.)
- 2) In general, the Honors Program does not impose deadlines. We suggest that the project is completed within six months. Projects may be completed in January or during the Summer, although approval of these may take longer during these times.
- 3) You can mentor no more than two students per semester.

### Expectations for the Mentor:

- 1) You should be prepared to meet with the student a **minimum of four times** during the project. You should have a **minimum of two hours** of contact time with the student.

**Please document your meeting times** (using an advising log) as well as any correspondence with the student.

#### 2) During meeting times:

- a. Student and mentor will complete the **Honors Contract Initiation** form.
  - b. Student and mentor will discuss concepts and material for the project.
  - c. Student and mentor will discuss rough drafts of the project and the mentor will give feedback and offer.
  - d. The mentor will discuss **plagiarism** with the student. It is the mentor's responsibility to determine that the paper is adequately researched and effectively documented.
  - e. When the mentor determines that the project is complete, he/she will sign the **Honors Project Completion** form. (The student should provide this form to you.)
- 3) Your stipend will be paid after the project is completed, submitted and approved by the Co-Directors of the Honors Program.

### Your Expectations for the Student:

- 1) The student should pick up all forms from E-145 and return them to E-145 when completed. Faculty members are not expected to deliver paperwork.
- 2) The student must work independently and produce original work.
- 3) The student must maintain a grade of B or higher in your course.

*QUESTIONS? Email the CHP co-directors at [CHP@bhcc.mass.edu](mailto:CHP@bhcc.mass.edu)*

***To finish an Honors Project- complete form, attach form as cover sheet for your project, then submit project to E145.***

**HONORS PROJECT COMPLETION**  
**Commonwealth Honors Program, Bunker Hill Community College**

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_  
Telephone \_\_\_\_\_ Email \_\_\_\_\_ Semester \_\_\_\_\_ Year \_\_\_\_\_  
Course Title \_\_\_\_\_ Course Number \_\_\_\_\_  
Faculty Mentor \_\_\_\_\_ Department \_\_\_\_\_  
Mentor Telephone \_\_\_\_\_ Mentor Email \_\_\_\_\_  
Title or Description of Project \_\_\_\_\_

*The undersigned agree that the final project meets or exceeds CHP requirements for Honors designation:*

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

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

**\*\*\* MENTORS: You will receive an email from the CHP about your stipend.\*\*\***

Final Project accepted by the CHP: \_\_\_\_\_ Date \_\_\_\_\_

Final Project not accepted by the CHP for the following reasons: \_\_\_\_\_ Date \_\_\_\_\_

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

*QUESTIONS? Email the CHP co-directors at [CHP@bhcc.mass.edu](mailto:CHP@bhcc.mass.edu)*

## Student Instructions for Honors Contracts

*Please follow the following steps for successful completion of an honors project.*

- 1) The student contacts their professor to request that the professor be a mentor for an Honors Project.

The course may be one in which you are currently enrolled or have taken and passed within the previous semester. It cannot be more than one academic year since you have taken the course.

You must be earning/have earned a B or better in your coursework to begin an Honors Contract for that course. Earning a final grade of less than a B will nullify the contract.

- 2) Students will pick up an **Honors Contract** from E145. You will meet with your mentor to fill out the form and discuss your project.
- 3) Before you begin the project, you must deliver the completed Honors Contract to E145 for approval by the Honors Program directors.
- 4) You will meet with your mentor to discuss the project and adhere to your mentor's deadlines.
- 5) **When your project is complete, you must pick up a copy of the Completion Contract from E145 and give it to your mentor.** The mentor will review and approve your final draft of your project, then sign the Completion Contract.

Projects can continue into January or during the Summer. All deadlines are at the discretion of the faculty mentor. An honors project can be no longer than six months.

- 6) **The student will deliver the final project and the signed Completion Contract to E-145 for approval by the CHP directors.**
- 7) Approval of your honors project generally takes two weeks but may take longer during busy times of the academic year. Once approved, your honors designation will appear on your official transcript.

### **FOR STUDENTS WHO PLAN TO COMPLETE THE HONORS PROGRAM:**

If you plan to **GRADUATE** from the Honors Program (and receive your honors medal) then all of your Honors Projects must be completed, approved by your mentor, and delivered to E-145 **by April 1<sup>st</sup> of the year that you will graduate. THIS DEADLINE IS FINAL.** We highly recommend completing your Honors Projects before you begin your final semester at BHCC.

If you will be getting your diploma at the end of the Summer semester or Fall semester, please contact the honors directors to discuss deadlines for completion of the program requirements.

Honors medals are given at the Honors and Awards Ceremony on the Thursday before Commencement, usually in late May.

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