

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 10 page essay)

- The essay should include analysis and critical thinking. Researched material should be smoothly integrated into the writer's work, supporting the essay thesis (not a "data dump").
- Properly researched, well-written and effectively edited for good grammar and spelling
- Research papers can also be extended versions of assigned and/or completed essays in the course. (For example, a 7 page class assignment can become a 14 page honors paper.)

OTHER TYPES OF PROJECTS (minimum 5 page essay):

- Laboratory research, psychology research, mathematics, field study in environmental science, an art portfolio, experiential work, internship, or Honor Students in Action (Volunteering).
- **ALL PROJECTS MUST INCLUDE WRITTEN ANALYSIS OF WORK DONE-** Written work can be a journal or log of events that include reflection, critical thinking and analysis of the work completed.

Contract accepted by the CHP _____ Date _____

Faculty Mentor Instructions for Honors Projects

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 approximately 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.
- 2) An Honors Project may be initiated up to two years after the course is completed.
- 3) The Honors Project may continue up to 30 days beyond the end of the semester in which it is initiated.
- 4) Professors can mentor no more than two students per semester.

Expectations of the Mentor:

- 1) You should be prepared to meet with the student **for four to five meetings** during the project. You should have a **minimum of two hours** of contact time with the student. Honors stipends are \$40 per meeting (for a maximum total of \$200 for the project).

Please document your meeting times (using the attached time/activity 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 suggestions.
- 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.)

Your stipend of \$200 per project will be paid through a Payroll Action Form (PAF). The PAF will be prepared upon the start of a project and sent by email to the mentor with instructions. The stipend will be paid upon submission of the student project OR submission of your time/activity log and correspondences with the student to CHP@bhcc.mass.edu. The student does not have to complete the project in order for the faculty mentor to be paid.

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 have earned or maintains a grade of B or higher in your course.

QUESTIONS? Email the CHP at CHP@bhcc.mass.edu

Honors Project Faculty Mentor Time/Activity Log

Faculty Mentor _____ Department _____

Mentor Contact Email _____ Mentor Contact Phone _____

Student Name _____

Telephone _____ Email _____ Semester _____ Year _____

Course No. and Title _____

Title or Brief Description of Honors Project _____

Time/Activity Log

| Date of Meeting | Start & End Time | Total Time (e.g., 30 min.) | Brief Meeting Notes |
|-----------------|------------------|----------------------------|---------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Please fill out this time/activity log sheet, save it as a PDF, then email it to CHP@bhcc.mass.edu along with all related correspondences you have had with your student. Your PAF stipend form will be prepared upon receipt of these documents by the CHP Co-directors.

QUESTIONS? Email the CHP at CHP@bhcc.mass.edu

Student Instructions for Honors Projects

*Please follow the following steps for successful completion of an honors project.
If you have any questions, please contact the CHP Advisor.*

- 1) The student should contact their professor to request that the professor mentor an honors project.

The course may be one in which you are currently enrolled, or have taken and passed in a previous semester. You must have earned or be earning a B or better in their coursework to initiate 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 Initiation Form** and **Instruction sheet** from E145. You will meet with your mentor to fill out the form and discuss your project.
- 3) You will meet with your mentor throughout the semester to discuss the project and adhere to your mentor's deadlines.
- 4) You have until **30 days after the end of the semester** to complete your Honors Project. If you do not complete it in this time then you must resubmit an Honors Initiation Form.
- 5) **When your project is complete, you will pick up a copy of the Completion Form (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.
- 6) **The student will deliver the final project and the signed completion contract to E-145 for approval by the CHP directors.**
- 7) For students who plan to GRADUATE from the honors program, the project must be completed, approved by your mentor, and delivered to E-145 **by April 1st of the year that you will graduate.** THIS DEADLINE IS FINAL. We highly recommend finishing your last projects before your last semester at BHCC.

QUESTIONS? Email the CHP at 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 at CHP@bhcc.mass.edu

HONOR STUDENTS IN ACTION

Student Instructions for Honors In Action Projects

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

- 1) Student chooses a Volunteer Placement Site, where student will complete 30 hours of volunteer service. Choose from the following two sites: **Citizen Schools** or the **Boys and Girls Clubs of Middlesex County**, or present an alternative possibility to Meghan Callaghan, Coordinator of Community Engagement and Student Volunteerism.
- 2) Apply to the organization, attend their orientation, and follow the general steps the organization has for becoming a volunteer.
- 3) Students will pick up an **Honors Contract** from E145. You will meet with your mentor; either Meghan Callaghan, or another faculty member, to fill out the form and discuss your project **by the 4th week of the semester.**
- 4) Before you begin the project, you must deliver the completed Honors Contract to E145 for approval by the Honors Program directors.
- 5) Review required written reflective assignment.

3 Reflections- each 250 words one after every ten hours

Suggested prompt for writing each reflection

-What? What are you doing, daily activities at your volunteer site...

-So What? How is your experience impacting you on a personal level, new insights about yourself, strength weakness, likes, dislikes, career outlooks

-Now What? How are you applying the experience within your life? What is your next step? How has your perceptions of your experiences changed as the time has gone on?

Capstone Paper- 5 pages (double space)

Your paper should cover these main topic questions: You can use the main topic questions as a way to structure your paper with headers. Please provide an introduction and conclusion in addition to the headers. The sub-questions are there to help you think through the larger question.

How did your work with your volunteer site broaden your world view?

- How did your volunteerism help to widen your perspectives on life?
- How did you come to new understandings in terms of your civic responsibility?
- How did your volunteering help you to see the value in learning about different cultural beliefs and ways of life?

What new skills did you master in this experience?

- How did your volunteering help you to identify a new skill that you would like to learn or help you to actually develop new skills, both hard skills and interpersonal skills of listening and communicating with others?

How did you build new relationships with the community?

- How did you build new relationships through your volunteerism?
- In what ways did you collaborate with others while volunteering?
- What was difficult in collaborating?
- What did you enjoy in working with others?

How have you applied knowledge (related to your major) to your volunteer experience?

- How are you applying what you have learned as a volunteer to the readings and discussions you've had in other classes?
- In what other ways are you connecting your volunteer experiences to other courses you are taking this semester or have taken in the past?
- How are you applying what you have learned as a volunteer into your own life and future decision?

- 6) Set up four meeting times with Meghan over the semester
- a. Start working towards the goal of completing thirty hours of volunteering!
- 7) **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 take no longer than six months to complete.

- 8) **The student will deliver the final project and the signed Completion Contract to E-145 for approval by the CHP directors.**
- 9) Approval of your honors project generally takes two weeks but may take longer during busy times of the academic year or during semester breaks. 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 1st 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.

QUESTIONS? Email the CHP at CHP@bhcc.mass.edu