

City College of San Francisco

Honors Program

Honors Option Contract Form

Term _____

Year _____

PLEASE TYPE OR PRINT NEATLY

APPLICATION

Student Name: Last _____ First _____

Middle _____

Cumulative GPA: _____ (Please attach unofficial transcripts.)

Student ID #: _____ e-mail address: _____

Course #: _____ Sequence: _____ CRN: _____

Course Title: _____

Instructor Name: _____

Department: _____

Campus: _____

Title of Project: _____

Description of Project (Attach paper if more space is needed.): _____

Instructor's Explanation (Please explain how this project is over and above the regular work in accordance with the criteria below.)

Signatures Page**PROPOSAL SIGNATURE SECTION**

I agree to do the above project in accordance with the Honors standards:

Student Signature _____ Date _____

Instructor Signature _____ Date _____

Department Chair _____ Date _____

Honors Coordinator _____ Date _____

HONORS CERTIFICATION

Honors Project Completed and Accepted: NO _____ YES _____

FINAL GRADE EARNED: _____

I certify the above-named student has satisfactorily completed the Honors Option Contract in this course, according to the standards of the Honors Program listed on the back of this contract and in the Honors Policies and Procedure Manual.

Instructor Signature _____ Date _____

Department Chair _____ Date _____

Honors Coordinator _____ Date _____

MINIMUM DESIGN GUIDELINES FOR HONORS OPTION PROJECTS

The Honors Option Project must represent a scholarly endeavor over and above the normally expected curriculum of the course, and it must be described well on the Honors Option Contract.

Examples of “What Makes It Honors”:

Topics that are too advanced for presentations in regular course work.

Research beyond normal course assignment.

Critical thinking and extended analysis not required in regular course work.

Creative project beyond regular requirements of the course.

HONORS PROJECT PROCEDURE:

Instructor in consultation with student determines project design.

Student must have 3.0 cumulative GPA. An unofficial copy of student transcript (web transcripts acceptable) is to be attached to the Honors Contract Form.

Paper should be typed and a minimum of 1200 words, free of typographical, spelling, grammar and style errors. Cover page must be attached indicating it is an honors project.

Instructor should arrange to meet with student throughout the term to check on progress, work out details, etc. Four or five meetings are suggested.

The student should present the project, or a summary of the project, to the class sometime during the semester. (Optional)

HONORS PROJECT DEADLINES

1. Contract form for proposed project should be in Honors Coordinator's Office by approximately mid semester.
2. Project must be completed by deadline set by your instructor.
3. Contract form verifying completed project should be turned in to Honors Coordinator's office by the end of the semester. Instructors can send forms in once they have completed final grades.